

Workstation Checklist

Using this checklist is one way an employer or employees can identify, analyze and control Musculoskeletal Disorders (MSD) hazards in computer workstation tasks.

WORKING CONDITIONS

- | | Yes | No |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| A. Head and neck upright (not bent down/back). | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Head, neck and trunk face forward (not twisted). | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Trunk perpendicular to floor (not leaning forward/backward). | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Shoulders and upper arms perpendicular to floor (not stretched forward) and relaxed (not elevated). | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Upper arms and elbows close to body (not extended outward). | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Wrists and hands straight (not bend up/down or sideways towards little finger). | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Thighs parallel to floor and lower legs perpendicular to floor. | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Feet rest flat on floor or supported by a stable foot rest. | <input type="checkbox"/> | <input type="checkbox"/> |
| J. Computer tasks organized in a way that allows employee to vary them with other work activities, or to take micro-breaks or recovery pauses while at the computer workstation. | <input type="checkbox"/> | <input type="checkbox"/> |

This Safety Aid was adapted from Atlantic Mutual Insurance Co.'s "Computer Workstations: Improved Health and Greater Productivity" booklet.

SEATING

- | | Yes | No |
|-------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Backrest provides support for employee's lower back (lumbar area). | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Seat width and depth accommodate specific employee (seat pan not too big/small). | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Seat front does not press against the back of employee's knees and lower legs (seat pan not too long). | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Seat has cushioning and is rounded/has "waterfall" front (no sharp edge). | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Armrest support both forearms while employee performs computer tasks and do not interfere with movement. | <input type="checkbox"/> | <input type="checkbox"/> |

KEYBOARD/INPUT DEVICE

- | | Yes | No |
|-------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 6. Keyboard/input device platform(s) stable and large enough to hold keyboard and input device. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Input device (mouse or trackball) located right next to keyboard so it can be operated without reaching. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Input device is easy to activate and shape/size fits hand of specific employee (not too big/small). | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Wrists and hands do not rest on sharp/hard edge. | <input type="checkbox"/> | <input type="checkbox"/> |

MONITOR

- | | Yes | No |
|------------------------------------------------|--------------------------|--------------------------|
| 10. Top line of screen is at a below eye level | <input type="checkbox"/> | <input type="checkbox"/> |

SAFETY AIDS

so employee is able to read it without bending head or neck down/back.

11. Employee with bifocals/trifocals is able to read screen without bending head or neck backward.
12. Monitor distance allows employee to read screen without leaning head, neck or trunk forward/backward.
13. Monitor position is directly in front of employee so employee does not have to twist head or neck.
14. No glare (e.g., from windows, lights) is present on the screen which might cause employee to assume an awkward posture to read screen.

WORK AREA

- | | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 15. Thighs have clearance space between chair and computer table/keyboard platform (thighs not trapped). | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Legs and feet have clearance space under computer table so that employee is able to get close enough to keyboard/input device. | <input type="checkbox"/> | <input type="checkbox"/> |

ACCESSORIES

- | | Yes | No |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 17. Document holder, if provided, is stable and Large enough to hold documents that are used. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Document holder, if provided, is placed at about the same height and distance as monitor screen so there is little head movement when employee looks from document to screen. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Palmrest, if provided, is padded and free of sharp and square edges. | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Palmrest, if provided, allows employee to keep forearms, wrists and hands straight and parallel to ground when using keyboard/input device. | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Telephone can be used with head upright (not bent) and shoulders relaxed (not elevated) if | <input type="checkbox"/> | <input type="checkbox"/> |

employee does computer tasks at the same time.

GENERAL

- | | Yes | No |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 22. Workstation and equipment have sufficient adjustability so that the employee is able to be in a safe working posture and to make occasional changes in posture while performing computer tasks. | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Computer workstation, equipment and accessories are maintained in serviceable condition and function properly. | <input type="checkbox"/> | <input type="checkbox"/> |

PASSING SCORE:

“Yes” answer on all “working conditions” items (A-J) and no more than two “No” answers on remainder of checklist (1-23).

For copies of Atlantic Mutual’s Ergonomics Checklist, visit the company’s website at www.atlanticmutual.com/losscontrol/ergonomics/checklist