

# CHECKLIST | WORKSTATION ERGONOMICS

Presented by Aspire Insurance Services Limited

For:	Area:
Inspector Name:	Date:
Inspector Signature:	

This checklist is designed to help you evaluate your computer workstation to prevent common stresses and injuries associated with use.

CHAIR	YES	NO	N/A
Chair height (up/down) and backrest tension/angle are easily adjustable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair is equipped with a padded seat and back cushion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front edge of seat pan is rounded and seamless.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seat is at least 45 centimetres wide by 38 centimetres long.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair has non-slippery upholstery with porous 'breathable' fabric.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backrest has height adjustable lower back support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backrest is at least 45 centimetres tall by 35 centimetres wide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seat tilts back only slightly as the backrest tilts back.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair swivels easily on casters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair is supported with five legs for stability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Base of chair is at least 61 centimetres around.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Height and width adjustable arm rests provided if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOOT AND LEG POSITIONS	YES	NO	N/A
Feet are flat on the floor or on a footrest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have 7 to 15 centimetres of legroom between legs and workstation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thighs are parallel to floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knees are at 90 to 110 degree angle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*This checklist is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly.* © 2013, 2014-2015 Zywave, Inc. All rights reserved.

KEYBOARD (ARM AND WRIST POSITION)	YES	NO	N/A
Keyboard is detachable and slightly sloped at about 10 to 15 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard is prevented from slipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrists are relaxed and straight (neutral).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrist rest or parallel support arm rests used, if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arms are close to body with elbows at 90-degree angle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrist and forearms are parallel to floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mouse is at same level as keyboard and within easy reach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORKSTATION	YES	NO	N/A
Display screen is 45 centimetres to 75 centimetres away from your eyes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table and desk height is adjustable if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table and desk surface is 63 centimetres to 68 centimetres above the floor and 76 centimetres deep.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate space to adjust height/location of monitor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front edge of table is rounded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials used most often are arranged within easy reach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document holder is at same height and distance as the display screen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone headset or speakerphone used if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage drawers located under desk/table do not restrict knee clearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISPLAY SCREEN AND MONITOR	YES	NO	N/A
Brightness and contrast controls are adjusted for viewing comfort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display screen is 45 centimetres to 75 centimetres away from your eyes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Top of screen is slightly below eye level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display is tilted slightly to reduce reflections and glare.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display screen is clean and free of flickering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIGHTING AND GLARE REDUCTION	YES	NO	N/A
Indirect or shielded lighting used to reduce reflections and glare.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window blinds or curtains are adjusted or closed when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting levels are adjusted (where possible) throughout the day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face of display screen is at right 90-degree angles to windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling lights are located to the side of the screen (not directly overhead).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anti-glare screen/filter used if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task lighting or desk lamp adjusted to avoid glare and reflections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For further assistance in conducting ergonomic workstation assessments, contact your supervisor or HR administrator.