

Workstation Assessment Checklist

User details and major tasks

1. Workstation location (room/floor) and job title.
2. How many workers use this workstation?
One Several
3. What type of work is done? Indicate the number of hours per day spent at each task.

Task	Number of Hours
data entry or work processing	
answering telephone	
writing	
other	

4. Draw a sketch plan of the workplace. Show the location of windows and lighting.

Workstation Assessment Checklist

Employee Name: _____ Location: _____

Date of Assessment: _____

Completed by: _____

Chair				
Preferred	Yes	No	If no, try the following	Comments
You know how to operate your chair	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> review instruction sheet 	
Adequate back support	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> adjust chair use lumbar support 	
Shoulders relaxed and level	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> adjust/eliminate armrest raise/lower chair raise/lower work surface height raise/lower keyboard height (if using an adjustable keyboard tray) 	
Elbows at 90 degrees	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> adjust/eliminate armrest raise/lower chair raise/lower work surface height raise/lower keyboard height (if using adjustable keyboard tray) 	
Thighs parallel to floor	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> raise/lower chair add/remove footrest 	
Two to three finger breadth between knee and front edge of seat pan.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> use footrest use lumbar support adjust chair 	
Adequate space on work surface	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> organize and remove clutter locate frequently used items within easy reach 	
Adequate space beneath work surface to move legs	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> remove clutter under desk raise/lower chair or work surface 	
Minimal reaching above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> stand to reach overhead binders place frequently used binders on desk 	

Keyboard				
Preferred	Yes	No	If no, try the following	Comments
Relaxed arm position during keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> raise/lower keyboard height raise/lower chair height 	
Wrists in neutral/straight position (not up, down or to one side)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> check chair height check keyboard height & tilt (lower keyboard legs) remove plastic palm rest on keyboard try a wrist rest try an alternative keyboard 	
Light touch for keyboard input	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> relax fingers review keyboard functioning 	

Mouse				
Preferred	Yes	No	If no, try the following	Comments
Easy reach	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • move closer to work surface 	
Wrists in neutral/straight position (not up, down or to one side)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • check chair height • try a mouse rest • try alternative mouse 	

Monitor and Document				
Preferred	Yes	No	If no, try the following	Comments
Head neutral posture	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • raise/lower screen • try computer-specific glasses 	
Eyes looking forward	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • orient screen in front • orient document in front/beside monitor • try a document holder 	
Monitor - arm's length	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • adjust distance from user 	
Upper torso relaxed against chair back	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • move monitor closer • adjust sitting posture 	
Monitor, same distance and height from eyes	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • adjust monitor position • try monitor risers/remove CPU • try computer-specific glasses 	
Document, same distance and height from eyes	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • adjust document position • try document holder 	
Glare minimized	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • tilt monitor slightly down • adjust monitor brightness, contrast and colours • close blinds • adjust lighting • use anti-glare screen • keep screen clean 	

Telephone				
Preferred	Yes	No	If no, try the following	Comments
Neck/head centered	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • if you are right handed, place phone to the left side so that it frees up your hand to write a message. Do no cradle phone between neck and shoulder • try a headset 	
Easy reach	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • place phone closer (phone cord should not go across your body) 	

Job Variety				
Preferred	Yes	No	If no, try the following	Comments
Frequent visual rest	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • every few minutes look away from the screen and focus on a distant object 	
Regular stretch	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • move your back, neck and shoulders at least every 10 minutes 	
Alternate task schedule	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • alternate tasks within a job to minimize repetition 	