

East Gosford Physiotherapy Computer Workstation Ergonomics: Self-Assessment Checklist

The goal of this self-assessment is to help you set up your workstation for optimal comfort and performance.

Item	The Office Chair	Yes	No	N/A	Suggested Actions
1.	Can the height, seat and back of the chair be adjusted to achieve the posture on attached document?				-Obtain a fully adjustable chair
2.	Are your feet fully supported by the floor when you are seated?				-Lower the chair -Use a footrest
3.	Does your chair provide support for your lower back?				-Adjust chair back -Obtain lumbar roll
4.	When your back is supported, are you able to sit without feeling pressure from the chair seat on the back of your knees?				-Adjust seat pan -Add a back support
5.	Do your arm rests allow you to get close to your workstation?				-Adjust armrests -Remove armrests
Item	Keyboard and Mouse	Yes	No	N/A	Suggested Actions
6.	Are your keyboard, mouse, and work surface at your elbow height?				-Raise/ lower workstation -Raise or lower keyboard -Raise or lower chair
7.	Are frequently used items within easy reach?				-Rearrange workstation
8.	Is the keyboard close to the front edge of the desk allowing space for the wrists to rest on the desk surface?				-Move keyboard to correct position
9.	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? (NOTE- The keyboard should be flat and <i>not</i> propped up on keyboard legs as an angled keyboard may place the wrists in an awkward posture when keying.)				-Recheck chair, raise or lower as needed -Check keyboard and mouse height
10.	Is your mouse at the same level and as close as possible to your keyboard?				-Move mouse closer to keyboard
11.	Is the mouse comfortable to use, is your hand or wrist fatiguing ?				-Use non-dominant hand for mouse -Look at mouse options
Item	Work Surface	Yes	No	N/A	Suggested Actions
12.	Is your monitor positioned directly in front of you?				-Reposition monitor
13.	Is your monitor positioned at least one arm's length away? Note: the monitors location is dependent on the size of the monitor, the font, screen resolution and the individual user e.g. vision/ use of bifocal spectacles etc.				-Reposition monitor
14.	Is your monitor height slightly below eye level.				-Adjust monitor height
15.	Is your monitor and work surface free from glare?				-Adjust overhead lighting -Cover windows -Obtain antiglare screens
16.	Do you have appropriate light for reading documents?				-Adjust light
17.	Are frequently used items located within the usual work area?				-Rearrange workstation
Item	Breaks	Yes	No	N/A	Suggested Actions
18.	Do you take postural breaks every 30 minutes? E.g. standing, walking to printer/ fax etc.				-Set reminder to take breaks
19.	Do you take regular eye breaks from looking at your monitor?				-Refocus on picture on wall every 30 minutes