

CHECKLIST | ERGONOMICS WORKSTATION

Presented by Apex Benefits

Date:

Review conducted by:

This checklist is designed to help you evaluate your computer workstation and your video display terminal (VDT) to prevent common stresses and injuries associated with use.

CHAIR	YES	NO	N/A
The chair height (up/down) and backrest tension/angle are easily adjustable.	☐	☐	☐
The chair is equipped with a padded seat and back cushion.	☐	☐	☐
The front edge of the seat pan is rounded and seamless.	☐	☐	☐
The seat is at least 18 inches wide and 15 inches long.	☐	☐	☐
The chair has nonslip upholstery with porous "breathable" fabric.	☐	☐	☐
The backrest has height-adjustable lower back support.	☐	☐	☐
The backrest is at least 14 inches wide and 18 inches long.	☐	☐	☐
The seat tilts back only slightly as the backrest tilts back.	☐	☐	☐
The chair swivels easily on casters.	☐	☐	☐
The chair is supported with five legs for stability.	☐	☐	☐
The base of the chair is at least 24 inches around.	☐	☐	☐
Height- and width-adjustable armrests are provided if needed.	☐	☐	☐

FOOT/LEG POSITIONS	YES	NO	N/A
Your feet are flat on the floor or on a footrest.	☐	☐	☐
You have 3 inches to 6 inches of legroom between your legs and workstation.	☐	☐	☐
Your thighs are parallel to the floor.	☐	☐	☐
Your knees are at a 90-degree to 110-degree angle.	☐	☐	☐

KEYBOARD	YES	NO	N/A
The keyboard is detachable and slightly sloped at about 10 degrees to 15 degrees.	☐	☐	☐

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The keyboard is prevented from slipping.	☐	☐	☐
Your wrists are relaxed and straight (neutral).	☐	☐	☐
Wrist rests or parallel support armrests are available if needed.	☐	☐	☐
Your arms are close to your body with your elbows at a 90-degree angle.	☐	☐	☐
Your wrists/forearms are parallel to the floor.	☐	☐	☐
The mouse is at the same level as the keyboard and within easy reach.	☐	☐	☐

WORKSTATION	YES	NO	N/A
The display screen is 18 inches to 30 inches away from your eyes.	☐	☐	☐
The table/desk height is adjustable if needed.	☐	☐	☐
The table/desk surface is 25 inches to 27 inches above the floor and 30 inches deep.	☐	☐	☐
There is adequate space to adjust the height/location of the monitor.	☐	☐	☐
The front edge of the table is rounded.	☐	☐	☐
The materials used most often are arranged within easy reach.	☐	☐	☐
The document holder is at the same height and distance as the display screen.	☐	☐	☐
A telephone headset or speakerphone is used if needed.	☐	☐	☐
Storage drawers are located under the desk/table and do not restrict your knee clearance.	☐	☐	☐

DISPLAY SCREEN/MONITOR	YES	NO	N/A
Brightness and contrast controls are adjusted for your viewing comfort.	☐	☐	☐
The display screen is 18 inches to 30 inches away from your eyes.	☐	☐	☐
The top line of the display (print) is slightly below your eye level.	☐	☐	☐
The display is tilted slightly to reduce reflections and glare.	☐	☐	☐
The display screen is clean and free of flickering.	☐	☐	☐

LIGHTING/GLARE REDUCTION	YES	NO	N/A
Indirect or shielded lighting can be used to reduce reflections and glare.	☐	☐	☐
Window blinds or drapes can be adjusted or closed when needed.	☐	☐	☐
Lighting levels can be adjusted (where possible) throughout the day.	☐	☐	☐
The face of the display screen is at a 90-degree angle to the windows.	☐	☐	☐
Ceiling lights are located to the side of the screen (not directly overhead).	☐	☐	☐
Anti-glare screens/filters can be used if necessary.	☐	☐	☐
Task lighting or desk lamps can be adjusted to avoid glare and reflections.	☐	☐	☐

Contact your employer for additional workplace safety and wellness resources.