

At Home - Workstation Self-Assessment Checklist

Employee Name: _____ Location: _____

Date of Assessment: _____

Reviewed by: _____

Sitting				
Preferred	Yes	No	If no, try the following	Comments
You know how to adjust your chair, (if adjustments available)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Review chair instruction sheet • Play with the adjustments • Wood or metal fixed chairs may actually support a good sitting position but not for long periods of time. – no cushion. • Take frequent breaks and get out of the chair as much as possible. • Stand to make phone calls or do other tasks. 	
Adequate back and lumbar support so the ears are in line with the shoulders and hips.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Adjust the chair. • Add a lumbar support or pillow • Review example picture 1.0, Poor Sitting Issues. 	
Shoulders relaxed and level when keyboarding and using the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Adjust/eliminate armrests • Raise/lower chair • Raise/lower work surface height • Learn to use the mouse on the left side 	
Elbows in line or slightly lower than the hands	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Adjust/eliminate armrests • Raise/lower chair • Raise/lower work surface height • Use a wrist rest – only length of keyboard 	
Thighs parallel to floor, knee at same height as hips	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Raise/lower chair • Raise/lower work surface height • Add/remove footrest – use books or old binders 	
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 – will raise knee up a bit • Use lumbar support or pillow if seat pan is too long • Adjust chair if possible 	
Adequate space on work surface – frequent reaches are in 2 o'clock or 10 o'clock positions with a bend in the elbow.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Organize and reposition items • Locate frequently used items within easy reach • Position documents between the keyboard and monitor. Use angle adjustable document holders or in home solutions 	

Adequate space beneath work surface to move legs	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Remove objects under desk • Raise/lower chair or work surface • Point the toes in the direction of movement to reduce twisting. 	
Minimal reaching above shoulder and below knee heights	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Stand to reach overhead binders/items. • Place frequently used items on desk • Support upper body weight by placing a hand on the desk or on the knee. 	

Standing				
Preferred	Yes	No	If no, try the following	Comments
Standing in a neutral position	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Feet are shoulder width apart, no slouching to the side • Use a footrest and place one foot on it • Adjust desk height to avoid leaning forwards • Adjust monitor height for standing, usually a little higher than sitting position • Avoid leaning on the workstation/keyboard, raise the height or use a wrist rest 	
Standing for long periods of time	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Adjust sitting and standing time accordingly • Use a footrest to change posture • Wear proper footwear • Try an anti-fatigue mat 	
Documents and equipment positioned appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Standing allows for easier movement; re-arrange documents and equipment to take advantage of more desk space. • Position equipment at the same level when standing as with sitting • Adjust height to reduce wrist direct pressure or leaning forearms on the edge of the workstation • Avoid reaching across the body 	

Keyboard				
Preferred	Yes	No	If no, try the following	Comments
Relaxed arm position during keyboarding with no direct pressure on the wrists	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Raise/lower desk height • Raise/lower chair height • Try a wrist rest • Review example picture 1.0 Poor Sitting Issues. • Learn to use the mouse on the left side – it is a shorter reach - no # pad! • Use an external keyboard and mouse when long duration laptop use occurs. 	
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 clips unless you are a 'true' typer) • Using the mouse on the left side will significantly improve wrist and upper body posture 	
Keyboard aligned with monitor and chair	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Check for neck or upper body twisting - have someone observe from behind and in front • align keyboard, monitor and chair 	

Mouse				
Preferred	Yes	No	If no, try the following	Comments
Wrists in neutral/straight position (not up, down or to one side)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Position at the same level and as close to the keyboard as possible • Use a keyboard with a separate number pad or use on the left side • Move the mouse with mostly shoulder motions with some elbow and wrist movements 	
Relaxed grip	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Is the mouse too small or too big for the hand • Reduce scroll wheel use by using the page up/down keys • Note: a mouse wrist rest may lead to too much wrist motions to move the mouse. 	

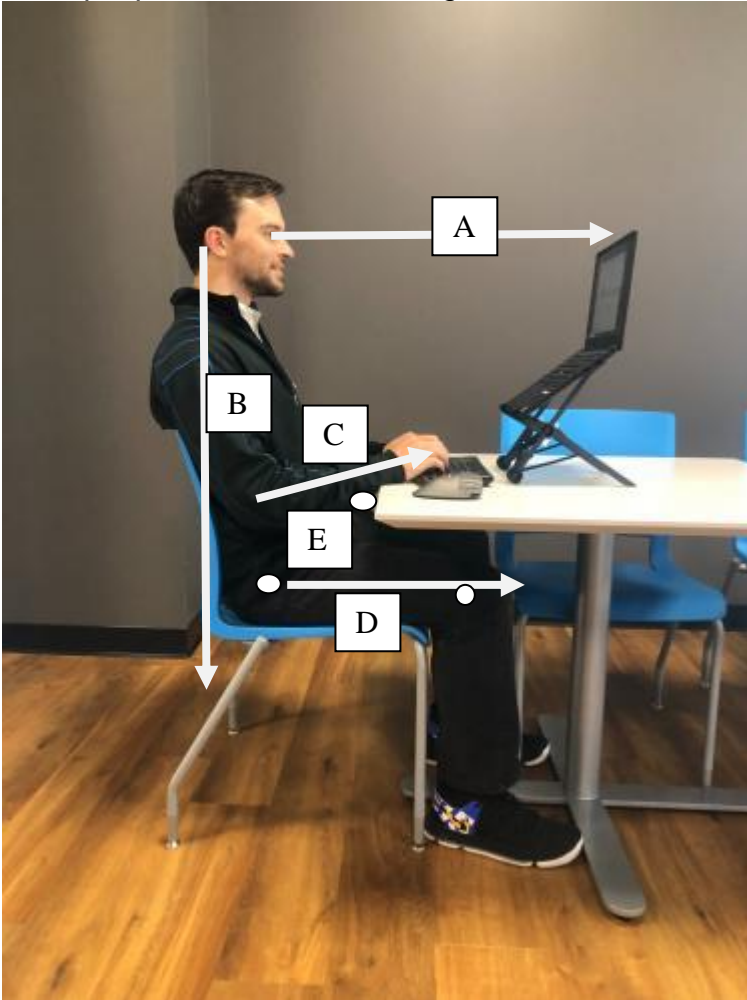
Monitor and Documents				
Preferred	Yes	No	If no, try the following	Comments
Head neutral posture especially 'no chin up' posture, even a little bit.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Raise or lower the screen • Laptop screens are too low unless worker relies on bifocal lenses – look out the bottom of the lens. • Align monitor with keyboard and chair • Dual monitors as close together as possible yet far enough away to reduce neck twisting. 	

Monitor font size adequate and distance is suited for the worker and the performed tasks	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Default size is usually too small - increase font size • Adjust distance from user to minimize neck twisting and reaching for documents. 	
Glare and brightness	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Adjust position and angle of monitor • Adjust monitor brightness, contrast and colours • Close blinds, adjust lighting and keep the screen clean • Shine desk light away from the monitor 	
Document placement – depends on task performed	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Avoid reaching across the body to write, grasp documents. • Try to position documents in front when entering information into the computer. 	

Telephone				
Preferred	Yes	No	If no, try the following	Comments
Neck and head centered. Do not hold the phone between your head and shoulder.	<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 not cradle phone between neck and shoulder • Try a headset, ear phones for a smart phone or use speaker option. • See handout resource 'Overuse of Hand Held Devices' 	
Easy reach if used frequently and continuously	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Place phone closer – 2 o'clock or 10 o'clock position and keep a bend in the elbow. 	

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 movement	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Move your back, neck and shoulders and whole body as much as possible 	
Alternate task schedule	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Alternate tasks within a job to minimize repetition • Learn to use the mouse on the left side of the keyboard even if just for an hour or two. Remember to change the action and menu selection buttons, found in Mouse Settings. 	

Appendix:
Example picture 1.0 Poor Sitting Positon.



- A) Eye line of sight is slightly too low.
- Leads to neck bending and slouching
- B) Ears, Shoulders and Hips are not in-line.
- Leaning too far back, leads to slouching
- C) Hands are higher in height than the elbows.
- Pressure on the forearms/wrists and shoulder shrugging
- D) Knee is slightly lower than the hips is acceptable.
- If any lower, worker would round their lower back, slouch and have a head forward neck position.
- E) Direct Pressure Hazard
- Results from resting or leaning the forearms on a hard desk edge. Increases pressure in the carpal tunnel and reduces

https://stanforduniversity.qualtrics.com/ife/form/SV_et88wAanyu1m5pj
Note: This was used as an example of 'good' at home workstation ergonomics.