## Saint Mary’s Workstation Assessment

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| Employee Information | | | | | | |
| **Name Of Employee Being Reviewed:** | |  |
| **Date:** |  | | |  |  |
|  | | | | | | |
| Evaluation | | | | | | |

Check your posture:

When using your keyboard or mouse, are your forearms horizontal at about a 90-degree  Yes  No

angle at the elbow, with shoulders and upper arms relaxed?

Are your wrists in a straight position when using your keyboard or mouse?  Yes  No

When you look at your computer screen, is your head upright?  Yes  No

Is your lower back supported by the curved part of the chair backrest?  Yes  No

When you are seated, are your thighs resting horizontally with a 90-to-110 degree angle  Yes  No  
at the hips?

Are you able to sit without feeling pressure from the chair seat on the back of your thighs or  Yes  No  
knees?

Are your feet fully supported by the floor or a footrest?  Yes  No

Adjust your chair:

Can you adjust your chair when you’re sitting on it?  Yes  No

Can you adjust the height of your chair between 38-51cm (15-20in) to achieve a straight wrist posture?  Yes  No

If you use a footrest, does it have a non-slip surface?  Yes  No

Does the footrest support both your feet when your heels are 12cm (15in) apart?  Yes  No

Can you adjust the footrest between an angle of 10-12 degrees?  Yes  No

Is the footrest stable when your feet are resting on it?  Yes  No

Can you raise or lower your chair’s backrest?  Yes  No

If your chair has armrests, can you place your chair at a comfortable typing or viewing  Yes  No  
distance from the screen?

Does your chair have five legs with castors (wheels on swivels)?  Yes  No

Is the upholstery on your chair made of a breathable fabric?  Yes  No

Does your chair seat have a rounded front edge?  Yes  No

Can you tilt the seat of your chair?  Yes  No

Make your computer workstation layout fit you:

Is the top line of text on your screen (not the top of the monitor) at eye level?  Yes  No

Does your screen tilt?  Yes  No

Is the distance between your eyes and the screen 33-70cm (13-28in)? Most people find a viewing  Yes  No  
distance of 50cm (20in) comfortable.

Does the angle of the keyboard allow you to work with your wrists straight?  Yes  No

Are your mouse and keyboard on the same level?  Yes  No

Are your mouse and keyboard close to one another?  Yes  No

Can you reach your mouse comfortably without stretching or reaching?  Yes  No

Do you know how to adjust your monitor, keyboard support, and work surfaces?  Yes  No

Is your document holder at the same height and viewing distance as your monitor so that  Yes  No

you move your head very little distance when you look from document to screen?

When you are editing on screen, is the monitor directly in front of you?  Yes  No

When you are inputting data, are your source documents placed on a document holder  Yes  No  
directly in front of you?

Is your document holder able to hold binders, books, computer paper, or other documents  Yes  No  
that you work with?

Are the items you use frequently within easy reach (0-30cm or 0-12in)?  Yes  No

Are the items you use occasionally within arm’s reach (30-50cm or 12-20in)?  Yes  No

Can you maintain a comfortable, upright head posture when using the phone?  Yes  No

Are the items you seldom use stored more than 50cm (20in) from you or off the desk surface?  Yes  No

Are large reference materials located near waist level?  Yes  No

Do you have enough space beneath your work surface to move your legs?  Yes  No

Check for lighting problems:

Does the level of light make it easy for you to see the screen without squinting or straining?  Yes  No

Is your screen free of reflected glare?  Yes  No

Is your monitor positioned so that your line of sight is parallel to the window?  Yes  No

Have you adjusted the brightness and contrast controls on your monitor to make it easier  Yes  No  
to see the screen?

Is the task lighting on your writing surface to your left, if you are right handed (or to your right  Yes  No

if you are left-handed) to avoid shadows on your documents?

Are walls, floors, and work surfaces a matte (dull) finish and free of distracting images or lights?  Yes  No

When working at your computer, do you have enough light to read your hard copy easily?  Yes  No

Organize your work and improve job design:

Do you take regular breaks away from the computer throughout the day?  Yes  No

Have you considered the elements of your job to determine if they can be improved by re-organizing,  Yes  No  
alternating, modifying, or expanding the tasks you perform?

Do you take micro pauses when working on your computer?  Yes  No

Do you very your work activities regularly so that you change your posture and use other  Yes  No  
muscles?

Do you pace your work activities over the entire shift?  Yes  No

Do you stretch and move your muscles regularly?  Yes  No

Comments:

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