



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			<ul style="list-style-type: none"> Review instruction sheet 	
Adequate back support			<ul style="list-style-type: none"> Adjust chair Use lumbar support 	
Shoulders relaxed and level			<ul style="list-style-type: none"> Adjust/eliminate armrest Raise/lower chair Raise/lower work surface height Raise/lower keyboard height 	
Elbows at 90 degrees			<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			<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			<ul style="list-style-type: none"> Use footrest Use lumbar support Adjust chair 	
Adequate space on work surface			<ul style="list-style-type: none"> Organize and remove clutter Locate frequently used item within easy reach 	
Adequate space beneath work surface to move legs			<ul style="list-style-type: none"> Remove clutter under desk Raise/lower chair or work surface 	
Minimal reaching above shoulder			<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			<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)			<ul style="list-style-type: none"> Check chair height Check keyboard height and tilt (lower keyboard legs) Remove plastic palm rest on keyboard Try a wrist rest Try an alternative keyboard 	
Light touch for keyboard input			<ul style="list-style-type: none"> Relax fingers Review keyboard functioning 	



Mouse				
Preferred	Yes	No	If no, try the following	Comments
Easy reach			<ul style="list-style-type: none"> • Move closer to work surface 	
Wrists in neutral/straight position (not up, down, or to one side)			<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			<ul style="list-style-type: none"> • Raise/lower screen • Try computer-specific glasses 	
Eyes looking forward			<ul style="list-style-type: none"> • Orient screen in front • Orient document in front/beside monitor • Try a document holder 	
Monitor – arm’s length			<ul style="list-style-type: none"> • Adjust distance from user 	
Upper torso relaxed against chair back			<ul style="list-style-type: none"> • Move monitor closer • Adjust sitting posture 	
Monitor, same distance and height from eyes			<ul style="list-style-type: none"> • Adjust monitor position • Try monitor risers/remove CPU 	
Document, same distance and height from eyes			<ul style="list-style-type: none"> • Adjust document position • Try document holder 	
Glare minimized			<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			<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 	
Easy reach			<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			<ul style="list-style-type: none"> • Every few minutes look away from the screen and focus on a distant object 	
Regular stretch			<ul style="list-style-type: none"> • Move your back, neck and shoulders at least every ten minutes 	
Alternate task schedule			<ul style="list-style-type: none"> • Alternate tasks within a job to minimize repetition 	