

Checklist and exercises

Computer Workstation Checklist

Use this checklist to help assess your posture, workstation layout, lighting, and work organization. The checklist summarizes information from both the text and drawings in this guide. If you answer “no” to any of the questions, review the relevant sections in the booklet.

Yes No 1. Check your posture (pages 5–6)

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | When using your keyboard or mouse, are your forearms horizontal at about a 90-degree angle at the elbow, with shoulders and upper arms relaxed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are your wrists in a straight position when using your keyboard or mouse? |
| <input type="checkbox"/> | <input type="checkbox"/> | When you look at the screen, is your head upright (that is, not bent forward or backward)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your lower back supported by the curved part of the chair backrest? |
| <input type="checkbox"/> | <input type="checkbox"/> | When you are seated, are your thighs resting horizontally with a 90- to 110-degree angle at the hips? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you able to sit without feeling pressure from the chair seat on the back of your thighs or knees? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are your feet fully supported by the floor or a footrest? |

Yes No 2. Adjust your chair (pages 7–9)

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Can you adjust your chair when you’re sitting on it? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can you adjust the height of your chair between 38–51 cm (15–20 in.) to achieve a straight wrist posture? |
| <input type="checkbox"/> | <input type="checkbox"/> | If you use a footrest, does it have a non-slip surface? |

Yes	No	2. Adjust your chair (pages 7–9) continued
<input type="checkbox"/>	<input type="checkbox"/>	Does the footrest support both your feet when your heels are 12 cm (5 in.) apart?
<input type="checkbox"/>	<input type="checkbox"/>	Can you adjust the footrest between an angle of 10–20 degrees?
<input type="checkbox"/>	<input type="checkbox"/>	Is the footrest stable when your feet are resting on it?
<input type="checkbox"/>	<input type="checkbox"/>	Can you raise or lower your chair's backrest?
<input type="checkbox"/>	<input type="checkbox"/>	Can you adjust the angle of the backrest?
<input type="checkbox"/>	<input type="checkbox"/>	If your chair has armrests, can you place your chair at a comfortable typing or viewing distance from the screen?
<input type="checkbox"/>	<input type="checkbox"/>	Does your chair have five legs with castors?
<input type="checkbox"/>	<input type="checkbox"/>	Is the upholstery on your chair made of a breathable fabric?
<input type="checkbox"/>	<input type="checkbox"/>	Does your chair seat have a rounded front edge?
<input type="checkbox"/>	<input type="checkbox"/>	Can you tilt the seat of your chair?
Yes	No	3. Make your computer workstation layout fit you (pages 10–18)
<input type="checkbox"/>	<input type="checkbox"/>	Is the top line of text on your screen (not the top of the monitor) at eye level?
<input type="checkbox"/>	<input type="checkbox"/>	Does your screen tilt?
<input type="checkbox"/>	<input type="checkbox"/>	Is the distance between your eyes and the screen 33–70 cm (13–28 in.)? Most people find a viewing distance of 50 cm (20 in.) comfortable.
<input type="checkbox"/>	<input type="checkbox"/>	Does the angle of the keyboard allow you to work with your wrists straight?
<input type="checkbox"/>	<input type="checkbox"/>	Are your mouse and keyboard on the same level?
<input type="checkbox"/>	<input type="checkbox"/>	Are your mouse and keyboard close to one another?

Yes

No

3. Make your computer workstation layout fit you (pages 10–18) continued

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Can you reach your mouse comfortably without stretching or reaching? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you know how to adjust your monitor, keyboard support, and work surfaces? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your document holder at the same height and viewing distance as your monitor so that you move your head very little when you look from document to screen? |
| <input type="checkbox"/> | <input type="checkbox"/> | When you are editing on screen, is the monitor directly in front of you? |
| <input type="checkbox"/> | <input type="checkbox"/> | When you are inputting data, are your source documents placed on a document holder directly in front of you? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your document holder able to hold binders, books, computer paper, or other documents that you work with? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the items you use frequently within easy reach (0–30 cm or 0–12 in.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the items you use occasionally within arm's reach (30–50 cm or 12–20 in.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can you maintain a comfortable, upright head posture when using the phone? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the items you seldom use stored more than 50 cm (20 in.) from you or off the desk surface? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are large reference materials located near waist level? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have enough space beneath your work surface to move your legs? |

Yes	No	4. Check for lighting problems (pages 19–22)
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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the level of light make it easy for you to see the screen without squinting or straining? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your screen free of reflected glare? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your monitor positioned so that your line of sight is parallel to the window? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you adjusted the brightness and contrast controls on your monitor to make it easier to see the screen? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are walls, floors, and work surfaces a matte (dull) finish and free of distracting images or lights? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the task lighting on your writing surface to your left, if you are right-handed, (or to your right if you are left-handed) to avoid shadows on your documents and reflected glare? |
| <input type="checkbox"/> | <input type="checkbox"/> | When working at your computer, do you have enough light to read your hard copy easily? |

Yes	No	5. Organize your work and improve job design (pages 23–24)
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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you considered the elements of your job to determine if they can be improved by re-organizing, alternating, modifying, or expanding the tasks you perform? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you take regular breaks away from the computer throughout the day? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you take micro pauses when working on your computer? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you vary your work activities regularly so that you change your posture and use other muscles? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you pace your work activities over the entire shift? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you stretch and move your muscles regularly? |