## 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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