

WORKSTATION EVALUATION CHECKLIST

Sitting Workstation

	Yes	No
1. Is the chair easily adjustable according to the following features:	"	"
a. Is the seat height adjustable from 15 to 22 inches?	"	"
b. Is the seat width a minimum of 18 inches?	"	"
c. Is the seat depth 15 to 16 inches?	"	"
d. Can the seat be sloped $\pm 10^\circ$ from horizontal?	"	"
e. Is a back rest with lumbar support provided?	"	"
f. Is the back rest a minimum of 8x12 inches in size?	"	"
g. Can the back rest be moved 7 to 10 inches above the seat?	"	"
h. Can the back rest be moved 12 to 17 inches from the front of the seat?	"	"
i. Does the chair have five legs for support?	"	"
j. Are casters and swivel capability provided for mobile tasks?	"	"
k. Is the chair covering breathable?	"	"
l. Is a footrest (large, stable and adjustable in height and slope) provided?	"	"
2. Has the chair been adjusted properly?	"	"
a. Is the seat height adjusted to the popliteal height with the feet flat on the floor?	"	"
b. Is there approximately a 90° angle between the trunk and thigh?	"	"
c. Is the lumbar area of the back support in the small of the back (~ belt line)?	"	"
d. Is there sufficient legroom (i.e., to the back of the workstation)?	"	"
3. Is the workstation surface adjustable?	"	"
a. Is the workstation surface roughly at elbow rest height?	"	"
b. Is the surface lowered 2 to 4 inches for heavy assembly?	"	"
c. Is the surface raised 2 to 4 inches (or tilted) for detailed assembly or visually intensive tasks?	"	"
d. Is there sufficient thigh room (i.e., from the bottom of the worksurface)?	"	"
4. Is sitting alternated with standing or walking?	"	"

Computer Workstation

	Yes	No
1. Has the chair been adjusted first, then keyboard and mouse, finally the monitor?	"	"
2. Is the keyboard as low as possible (without hitting the legs)?	"	"
a. Are the shoulders relaxed, upper arms hanging down comfortably and forearms are below horizontal (i.e., elbow angle $>90^\circ$)?	"	"
b. Is a keyboard shelf utilized (i.e., lower than a normal 28 inch writing surface)?	"	"
c. Is the keyboard sloped downward so as to maintain a neutral wrist position?	"	"
d. Is the mouse positioned next to the keyboard at the same height?	"	"
e. Are armrests (adjustable in height at least 5 inches) provided?	"	"
f. If no armrests, are wrist rests provided?	"	"
3. Is the monitor positioned 16 to 30 inches (roughly arm's length) from the eyes?	"	"
a. Is the top of the screen slightly below eye level?	"	"
b. Is the bottom of the screen roughly 30° down from horizontal eye level?	"	"
c. Is the monitor positioned at a 90° angle to windows to minimize glare?	"	"
d. Can the windows be covered with curtains or blinds to reduce bright light?	"	"
e. Is the monitor tilted to minimize ceiling light reflections?	"	"
f. If glare still exists, is an antiglare filter utilized?	"	"
g. Is a document holder utilized for data transfer from papers?	"	"
h. Is the main visual task (monitor or documents) placed directly in front?	"	"

Standing Workstation

	Yes	No
1. Is the workstation surface adjustable?	"	"
a. Is the workstation surface roughly at elbow rest height?	"	"
b. Is the surface lowered 4 to 8 inches for heavy assembly?	"	"
c. Is the surface raised 4 to 8 inches (or tilted) for detailed assembly or visually intensive tasks?	"	"
2. Is there sufficient legroom?	"	"
3. Is a sit/stand stool (adjustable in height) provided?	"	"
4. Is standing alternated with sitting?	"	"