

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? " "