

Computer Workstation Ergonomics: Self-Assessment

The goal of this self-assessment is to help you adjust your workstation for optimal comfort and performance. For more information, refer to the Yale EHS website for [Office Ergonomics](#). Following completion of this checklist and responding to the potential actions, please try the new setup for one to two weeks. If additional support is needed, please forward the completed self-assessment to Yale EHS (ergonomics@yale.edu) or your [Safety Advisor](#).

Name: _____ Phone: _____ Email: _____

Office Location (Building and Room#): _____ Date: _____

	Item	Assessment Question	Yes	No	N/A	Potential Actions If No
Office Chair	1	Can the height, seat and back of the chair be adjusted to achieve the posture illustrated below (Figure A)?				*Obtain a fully adjustable chair as described in the Safety Guidelines .
	2	Are your feet fully supported by the floor when you are seated?				*Lower the chair *Use a footrest
	3	Does your chair provide support for your lower back?				*Adjust chair back *Obtain a chair with lumbar support *Adjust chair seat pan
	4	With your back against the chair back, is there space between the edge of the chair and the back of your knees?				*Adjust seat pan *Add a back support
	5	Do your armrests prevent you from sitting close to your workstation?				*Adjust armrests to clear obstructions *Remove armrests
	6	Do you use the armrests while you key or mouse?				*Lower armrests while you work
Keyboard and Mouse	7	Is an adjustable keyboard tray in use to provide neutral posture (Figure A and B)?				*Purchase an adjustable keyboard tray that can be adjusted to fit you
	8	Are your keyboard, mouse, and work surface below your elbow?				*Raise/ lower workstation *Raise or lower keyboard *Raise or lower chair
	9	Can you grasp frequently used items without bending your torso or stretching your arm (Figure C)?				*Rearrange workstation
	10	Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface when not typing?				*Move keyboard to correct position
	11	Are the keyboard letters "G" and "H" centered to your nose (Figure B)?				*Center the keyboard *Obtain a keyboard without a number pad or separate number pad
	12	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed (Figure B)? The keyboard should be flat and not propped up on keyboard legs. An angled keyboard may place wrist in an awkward posture when keying.				*Re-check chair, raise or lower as needed *Check posture *Check keyboard and mouse height
	13	Is your mouse at the same level and as close as possible to your keyboard?				*Move mouse closer to keyboard *Obtain larger keyboard tray, if necessary
	14	Is the mouse comfortable to use?				*Rest your dominant hand by using the mouse with your non-dominant hand for brief periods (mouse buttons can be changed within the computer control panel) *Investigate alternate mouse options (e.g., vertical mouse, pad, etc.)
Work Environment	15	Is your monitor positioned directly in front of you?				*Reposition monitor
	16	Is your monitor positioned approximately an arm's length away? NOTE: The monitor's location is dependent on the size of the monitor, font, screen resolution and the individual user (e.g., vision/use of bifocal spectacles, etc.).				*Reposition monitor *Seek an alternative monitor, if necessary *Seek a monitor arm that places monitor in better position
	17	Is the top of your monitor height at or slightly below eyelevel?				*Add or remove monitor stand *Adjust monitor height
	18	Is your monitor and work surface free from glare?				*Windows at side of monitor *Adjust overhead lighting *Cover windows *Obtain anti-glare screen
	19	Is your work area dimly lit when reading or writing documents?				*Obtain desk lamp *Place documents on left if right-handed - place documents on right if left-handed
	20	Are frequently used items located within the usual work area and items which are only used occasionally in the occasional work area (Figure C)?				*Rearrange workstation

	Item	Assessment Question	Yes	No	N/A	Potential Actions If No
Work Routine	21	Do you take regular eye breaks from looking at your monitor?				*Refocus on a wall picture approximately every 30 minutes.
	22	Do you take postural breaks every 30 minutes? (e.g. stand, walk to printer, get water, etc.)				*Set reminders to take these breaks
Accessories	23	Is there a sloped desk surface or angle board for reading and writing tasks, if required?				*Obtain an angle board
	24	Is there a document holder either beside the screen or between the screen and keyboard, if required?				*Obtain a document holder
	25	When talking on the phone, do you use a headset or speakerphone when writing or keying?				*Obtain a headset
Laptop	26	If using a laptop computer for prolonged periods of time, consider: - a separate keyboard and mouse - a docking station with full sized monitor or a laptop stand				*Obtain appropriate laptop accessories

FIGURE A

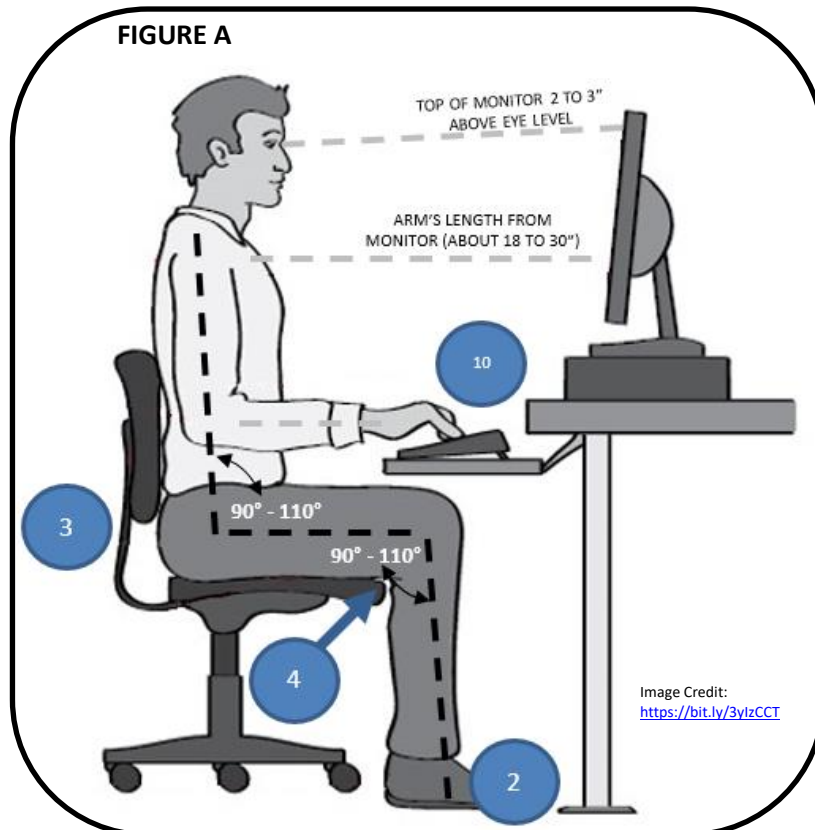


FIGURE B

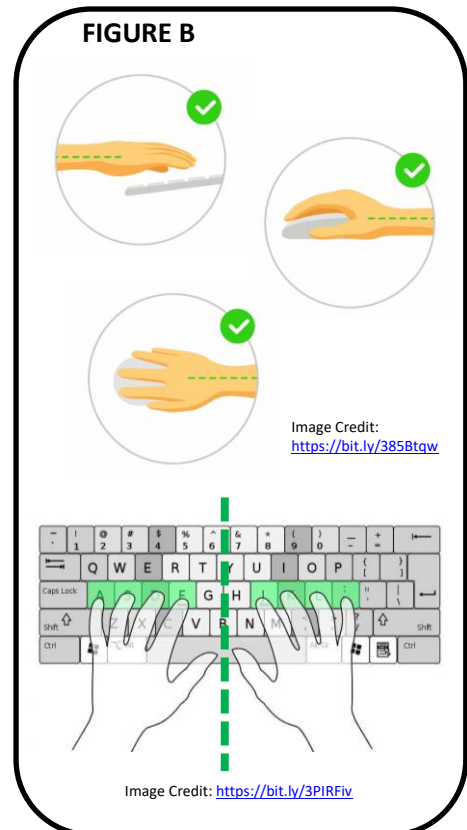
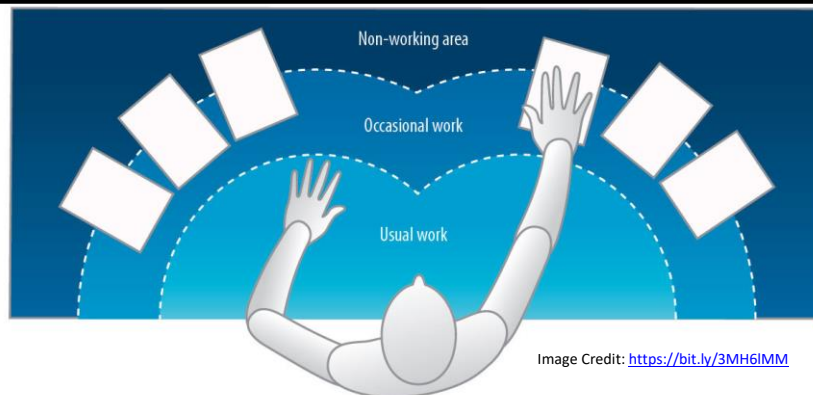


FIGURE C



Additional Information

- Office Ergonomics Videos – <https://ehs.yale.edu/ergo-videos>
- Staying Safe and Healthy While Working from Home – <https://ehs.yale.edu/sites/default/files/files/working-from-home-health.pdf>
- Sit/Stand Workstations – <https://ehs.yale.edu/sites/default/files/files/sit-stand-work-station.pdf>
- Workstation Stretching Routine – <https://ehs.yale.edu/sites/default/files/files/workstation-stretching-routine.pdf>