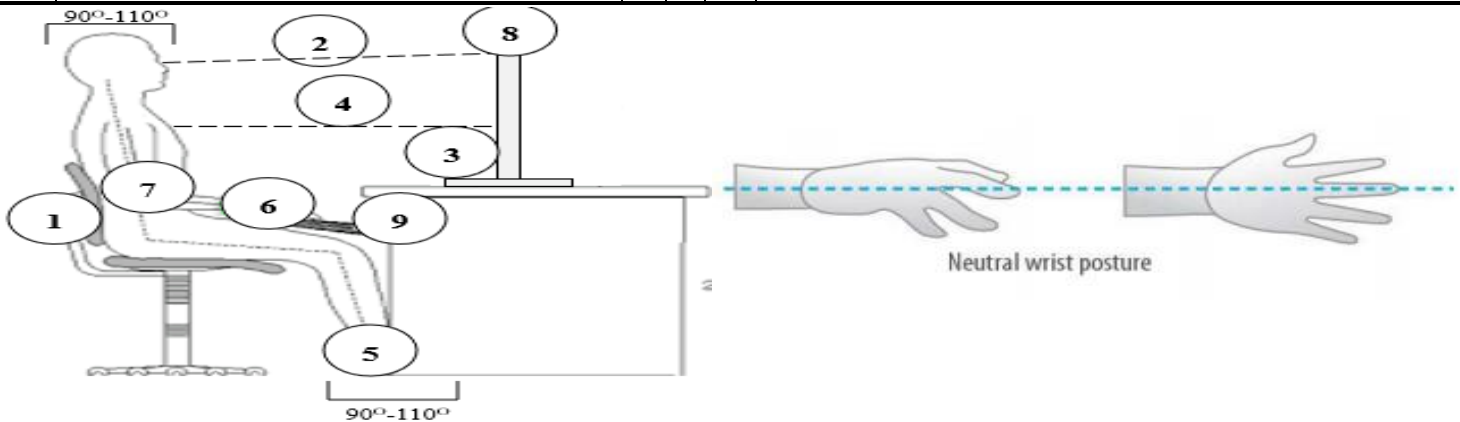


Computer Workstation Ergonomics: Self-Assessment

The goal of this self-assessment is to help your workstation for optimal comfort and performance. For more information, refer to the EHS website for Office Ergonomics. (<https://ehs.yale.edu/office-ergonomics>)

Name _____

Item	The Office Chair	Yes	No	N/A	Potential Actions If No
1	Can the height, seat and back of the chair be adjusted to achieve the posture illustrated below?				*Obtain a fully adjustable chair as described in the Safety Guidelines (https://ehs.yale.edu/sites/default/files/files/seated-workstation.pdf)
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 proper chair with lumbar support *Obtain a lumbar support
4	With your back against the chair back, do you feel the chair seat in the back of your knees?				*Adjust seat pan *Add a back support
5	Do your armrests allow you to get close to your workstation?				*Adjust armrests *Remove armrests



Item	Keyboard and Mouse	Yes	No	N/A	Potential Actions If No
6	Is an adjustable keyboard tray in use?				*Purchase an adjustable keyboard tray that can be adjusted to fit you
7	Are your keyboard, mouse and work surface below your elbow?				*Raise/ lower workstation *Raise or lower keyboard *Raise or lower chair
8	Can you grasp frequently used items without bending your torso or stretching your arm?				*Rearrange workstation
9	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
10	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? 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
11	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
12	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.)

Item	Work Surface	Yes	No	N/A	Potential Actions If No
13	Is your monitor positioned directly in front of you?				*Reposition monitor
14	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
15	Is the top of your monitor height at or slightly below eye level?				*Add or remove monitor stand *Adjust monitor height
16	Is your monitor and work surface free from glare?				*Windows at side of monitor *Adjust overhead lighting *Cover windows *Obtain anti-glare screen
17	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
18	Are frequently used items located within the usual work area and items which are only used occasionally in the occasional work area?				*Rearrange workstation



Item	Breaks	Yes	No	N/A	Potential Actions If No
19	Do you take regular eye breaks from looking at your monitor?				*Refocus on a wall picture approximately every 30 minutes.
20	Do you take postural breaks every 30 minutes? (e.g. stand, walk to printer, get water, etc.)				*Set reminders to take these breaks

Item	Accessories	Yes	No	N/A	Potential Actions If No
21	Is there a sloped desk surface or angle board for reading and writing tasks, if required?				*Obtain an angle board
22	Is there a document holder either beside the screen or between the screen and keyboard, if required?				*Obtain a document holder
23	When talking on the phone, do you use a headset or speakerphone when writing or keying?				*Obtain a headset

Item	Laptop	Yes	No	N/A	Potential Actions If No
24	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

Following completion of this checklist, please try new setup for one to two weeks. Forward the completed document with your request to If necessary, contact Yale EHS.

Ergonomics Specialist

Name

Date

Comments/Recommendations
