PITT ENVIRONMENTAL, HEALTH & SAFETY (EH&S)
COMPUTER WORKSTATION EVALUATION CHECKLIST
The following computer workstation checklist will help you to identify some important risk factors that can contribute to work-related discomfort or problems. Complete this checklist to determine if your workstation is properly designed for your work tasks. Additional information and support is available from the EH&S Department at (412) 624-9505.

Name: _____   Date: _____

JobTitle: _____   Department: _____

Telephone: _____   Supervisor: _____

Building : _____

POSTURE	YES	NO
Is your head/neck upright and centered over your shoulders when you view documents or your computer screen and source documents?		
Are your shoulders in a relaxed position when you place your hands on the keyboard?		
Are your arms close by your sides in a relaxed and comfortable position when you use the keyboard or pointer?		
Are your elbows bent at a 100-110 degree angle when you use the keyboard or pointer?		
Are your wrists in a straight position (aligned with your forearms) when you use the keyboard or pointer?		

KEYBOARD/POINTING DEVICE		
Is the keyboard and pointing device within easy reach?		
Are the keyboard height and slope both easily adjusted?		
Is your pointing device within close reach and at the same level as your keyboard?		
Is the most frequently used section of your keyboard positioned directly in center front of your trunk?		

CHAIR		
Is the height of your chair adjusted so that your feet are positioned flat on the floor or on a footrest?		
Are your hips as far back in the chair as possible so that your back is touching the chair back?		
Does the back of your chair support your lower back?		
Is the chair backrest height adjusted to provide maximum support for your back?		
Is the size of your seat long and wide enough to support your hips and thighs?		
If you have armrests, do they allow you to rest your arms comfortably?		
Can you pull up close to your desk or keyboard without interference from your armrest?		

COMPUTER SCREEN	YES	NO
Is the top of the screen slightly below eye level so you can view it with a slight downward gaze?		
Is your computer screen at a proper tilt and height to allow you to view it without raising or lowering your chin?		
Are you sitting directly in front of your computer screen?		
Is the computer screen at least arm's length reach away from you?		
Are your source documents positioned on a stand placed between the monitor and keyboard or on a stand close to the monitor?		

LIGHTING	YES	NO
Is there sufficient light for you to complete reading tasks without straining your eyes?		
Can you view the monitor without seeing glare on the screen from windows, lights, and surfaces?		

WORK TECHNIQUES		
Are your shoulders relaxed when keying and using the mouse?		
Are fingers and wrists in neutral or straight alignment when typing (not turning side to side or going up or down)?		
Are you hitting the keyboard keys with as light a force as possible when keying?		
Are you holding your mouse loosely with your hand and fingers in a relaxed position when moving the pointer around the screen?		
Are you avoiding awkward postures such as an extended finger or thumb when keying or using the pointer?		
Do you take brief breaks from keying or mousing every 30 – 45 minutes?		
Do you take stretch breaks intermittently throughout the day?		
Do you avoid cradling the telephone between your head and shoulder when talking or listening to others?		
Do you know how to adjust your chair, keyboard tray and other workstation accessories?		
Are you aware of how to report ergonomic problems and obtain help for information on ergonomics?		