

UNITED STATES DEPARTMENT OF LABOR  
**OSHA**

## Computer Workstation

### Checklist - Evaluation

This checklist can help you create a safe and comfortable computer workstation. You can also use it in conjunction with the purchasing guide checklist. A "no" response indicates that a problem may exist.

### **WORKING POSTURES**

The workstation is designed or arranged for doing computer tasks so it allows your...

1. Head and neck to be upright, or inline with the torso (not bent down/back). If "no" refer to Monitors, Chairs and Work Surfaces.

Yes                       No

2. Head, neck, and trunk to face forward (not twisted). If "no" refer to Monitors or Chairs.

Yes                       No

3. Trunk to be perpendicular to floor (may lean back into backrest but not forward). If "no" refer to Chairs or Monitors.

Yes                       No

4. Shoulders and upper arms to be inline with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward). If "no" refer to Chairs.

Yes                       No

5. Upper arms and elbows to be close to the body (not extended outward). If "no" refer to Chairs, Work Surfaces, Keyboards, and Pointers.

Yes                       No

6. Forearms, wrists, and hands to be straight and inline (forearm at about 90 degrees to the upper arm). If "no" refer to Chairs, Keyboards, Pointers.

Yes                       No

7. Wrists and hands to be straight (not bent up/down or sideways toward the little finger). If "no" refer to Keyboards, or Pointers.

Yes                       No

8. Thighs to be parallel to the floor and the lower legs to be perpendicular to floor (thighs may be slightly elevated above knees). If "no" refer to Chairs or Work Surfaces.

Yes                       No

9. Feet rest flat on the floor or are supported by a stable footrest. If "no" refer to Chairs, Work Surfaces.

Yes                       No

### **MONITOR**

Consider these points when evaluating the monitor. The monitor is designed or arranged for computer tasks so the...

1. Top of the screen is at or below eye level so you can read it without bending your head or neck down/back.

Yes                       No

2. User with bifocals/trifocals can read the screen without bending the head or neck backward.

Yes                       No

3. Monitor distance allows you to read the screen without leaning your head, neck or trunk forward/backward.

Yes                       No

4. Monitor position is directly in front of you so you don't have to twist your head or neck.

Yes                       No

5. Glare (for example, from windows, lights) is not reflected on your screen which can cause you to assume an awkward posture to clearly see information on your screen.

Yes                       No

"No" answers to any of these questions should prompt a review of Monitors or Lighting/Glare.

## WORK AREA

Consider these points when evaluating the desk and workstation. The work area is designed or arranged for doing computer tasks so the...

1. Thighs have sufficient clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped).  
 Yes       No
2. Legs and feet have sufficient clearance space under the work surface so you are able to get close enough to the keyboard/input device.  
 Yes       No

## SEATING

Consider these points when evaluating the chair...

1. Backrest provides support for your lower back (lumbar area).  
 Yes       No
2. Seat width and depth accommodate the specific user (seat pan not too big/small).  
 Yes       No
3. Seat front does not press against the back of your knees and lower legs (seat pan not too long).  
 Yes       No
4. Seat has cushioning and is rounded with a "waterfall" front (no sharp edge).  
 Yes       No
5. Armrests, if used, support both forearms while you perform computer tasks and they do not interfere with movement.  
 Yes       No

"No" answers to any of these questions should prompt a review of Chairs.

## KEYBOARD/INPUT DEVICE

Consider these points when evaluating the keyboard or pointing device. The keyboard/input device is designed or arranged for doing computer tasks so the...

1. Keyboard/input device platform(s) is stable and large enough to hold a keyboard and an input device.  
 Yes       No
2. Input device (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.  
 Yes       No
3. Input device is easy to activate and the shape/size fits your hand (not too big/small).  
 Yes       No
4. Wrists and hands do not rest on sharp or hard edges.  
 Yes       No

"No" answers to any of these questions should prompt a review of Keyboards, Pointers, or Wrist Rests.

## ACCESSORIES

Check to see if the...

1. Document holder, if provided, is stable and large enough to hold documents.  
 Yes       No
2. Document holder, if provided, is placed at about the same height and distance as the monitor screen so there is little head movement, or need to refocus, when you look from the document to the screen.  
 Yes       No
3. Wrist/palm rest, if provided, is padded and free of sharp or square edges that push on your wrists.  
 Yes       No



4. Wrist/palm rest, if provided, allows you to keep your forearms, wrists, and hands straight and inline when using the keyboard/input device.

Yes       No

5. Telephone can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time.

Yes       No

"No" answers to any of these questions should prompt a review of Work Surfaces, Document Holders, Wrist Rests or Telephones.

#### **GENERAL**

1. Workstation and equipment have sufficient adjustability so you are in a safe working posture and can make occasional changes in posture while performing computer tasks.

Yes    No

2. Computer workstation, components and accessories are maintained in serviceable condition and function properly.

Yes    No

3. Computer tasks are organized in a way that allows you to vary tasks with other work activities, or to take microbreaks or recovery pauses while at the computer workstation.

Yes    No

"No" answers to any of these questions should prompt a review of Chairs, Work Surfaces, or Work Processes.

Occupational Safety and Health Administration  
200 Constitution Ave., NW,  
Washington, DC 20210  
· 8003216742  
(OSHA)  
TTY  
[www.OSHA.gov](http://www.OSHA.gov)