

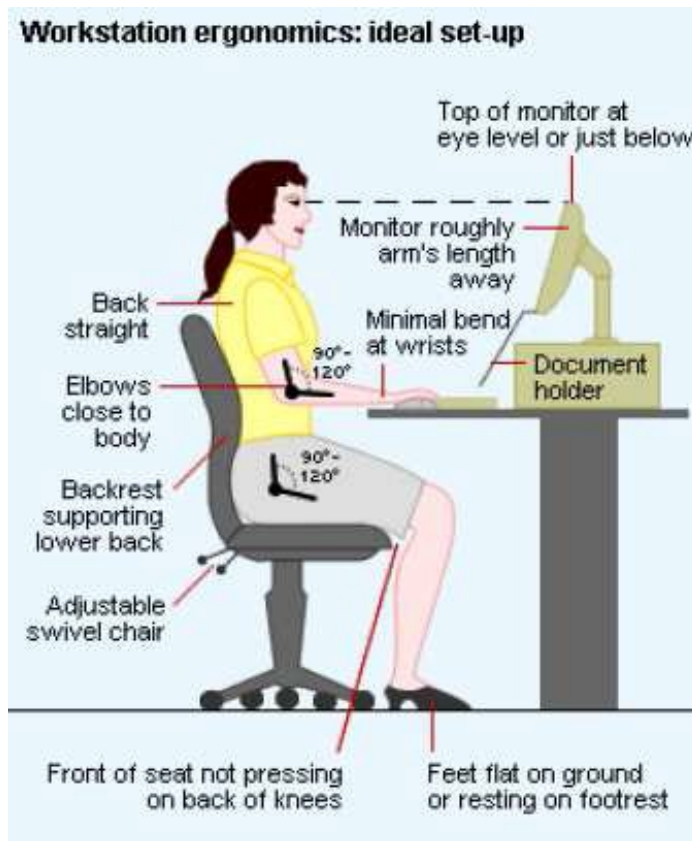
## Computer Workstation Self-Evaluation

This self-evaluation checklist is proper for only preventative situations. In any situation where an injury or symptoms are already being experienced, your supervisor and a healthcare professional should be contacted for appropriate follow-up. If you cannot correct the identify deficiencies on your own, contact your PMA Risk Control Consultant or safety/ergonomics person for assistance.

<b>Keyboard and Mouse</b>		<b>Okay</b>
Keyboard height	Adjust keyboard height so arms and forearms are at right angles or slightly greater and forearms and hands form straight lines.	
Key board-to-user distance	Keyboard to-user-distance should allow user to relax shoulders with elbows hanging close to body.	
Keyboard slope	Position keyboard flat or slightly negatively sloped.	
Mouse-to-user distance	Mouse should be directly next to keyboard.	
Mouse height	Adjust mouse so it is close to and on the same level as the keyboard.	
<b>Chair</b>		
Seat height	Adjust seat height so feet are flat on the floor or footrest, knees are bent at right angles and thighs are horizontal to the floor.	
Seat back	Adjust seat back so it supports the lumbar curve of the low back.	
Seat pan depth	Adjust seat pan depth so the front edge of the seat is about 2" - 4" From the back of the knees.	
Seat pan tilt	Adjust seat pan tilt so hips and tops of thighs are at right angles or slightly greater.	
Armrest position	Adjust armrest so that they are out of the way while typing, but may provide support during other activities (i.e. phone use, meetings, etc.)	
<b>Monitor</b>		
Monitor height	Adjust monitor height so top of screen is at or slightly lower than eye level.	
Screen-to-user distance	Viewing distance is approximately arms distance away (24" - 30")	
Monitor alignment with user	Monitor and keyboard should be placed directly in front of the user	
Dual or Multiple Monitors	Follow 50/50 or 60/40 Rule – if work is split between monitors, center to keyboard. Or if one monitor is used more, move the monitor in front of the worker	
Visual comfort of screen	Monitor should be positioned to avoid glare (perpendicular to window with strong light source).	
<b>Work Environment and Work Surfaces</b>		
Leg clearance at workstation	Width = 2" + hip width, height = Highest point of thighs or higher, depth = Allows proper sitting position while giving foot and knee clearance.	
Placement of frequently used items	Keep frequently used items (i.e. phone) close at hand.	
General task Lighting	Ensure lighting is not direct or overly bright	

Work Practices		
Frequency of microbreaks	Get out of chair at least once per hour, microbreak every 20 minute with 20 seconds of stretching.	
Keyboarding posture	Keep wrist straight, avoid supporting wrists on any surface while typing.	
Sitting posture	Upright or slightly reclined, maintain slight hollow in the lower back.	
Phone posture	Avoid tilting head/neck to cradle phone. Use hand to hold or wear a head set.	
Alternate tasks	Break up long periods of continuous computer use by performing small tasks/errands.	

CHECKLIST for a User-Friendly Workstation		
1	✓ ✓	Top of screen at eye level; lower for bifocal wearers. Screen distance at arm's length (24" - 30").
2	✓	Document holder adjustable to screen height or in line between keyboard and monitor.
3	✓ ✓	Chair backrest provides firm lower back support. Chair back and seat easily adjustable for height and tilt by user.
4	✓	Keyboard height promotes relaxed arms with forearms parallel to the floor.
5	✓ ✓	Wrist straight (neutral). Padded, movable palm rest, same height as keyboard home row, if needed.
6	✓ ✓	Thighs parallel to the floor. Ample legroom under work surface.
7	✓	Feet rest firmly on the floor or foot rest.



**IMPORTANT NOTICE** - The information and suggestions presented by PMA Companies in this evaluation checklist are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related or other laws or regulations. You are encouraged to alter the information and suggestions to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.