8.1 **Computer Workstation Self-Help Checklist**  
(Modified from University of Pennsylvania, Environmental Health and Radiation Safety Self-Help Checklist)

1. **Keyboard and Pointing Device**
   - Is your keyboard positioned to allow your shoulders to be relaxed (not elevated) and your upper arms and elbows close to your body (not extended outward)? If NO, then
     - Set desktop, if adjustable, to your proper typing height.
     - Raise your chair to allow you to type comfortably and use a footrest if needed.
   - Are your keyboard and pointing device positioned to allow your wrists to be straight (not bent up, down or sideways)? If NO, then
     - Use a wrist rest along the front edge of your keyboard.
     - Adjust the feet of the keyboard.
     - Adjust your keyboard tray’s height and angle depending on your position.
   - Is your pointing device easy to reach? If NO, then
     - Place your pointing device next to the keyboard
     - Use a mouse bridge to place the pointing device over the number pad section of the keyboard.
     - Rearrange your desk to allow the device to be close to you
   - Do you have soft wrist support for your keyboard and pointing device? If NO, then
     - Purchase a comfortable wrist rest (i.e. gel) that can be cleaned for your keyboard and pointing device.
   - If you use a keyboard tray, does it accommodate your pointing device and offer easy adjustments? If NO, then
     - Purchase height adjustable equipment or furniture.
     - Purchase a new mechanism for the keyboard tray.
   - Is your pointing device easy to activate and the size and shape fits your hand? If NO, then
     - Purchase a new pointing device. *Refer to 1.4 Pointing Device*

2. **Monitor**
   - Is your monitor positioned directly in front of you? If NO, then
     - Place your monitor in direct alignment with you, your keyboard and pointing device.
   - Is your monitor positioned to allow you to read it without bending your head back or down? If NO, then
     - Raise or lower your monitor to allow your head to be in a neutral position.
     - Consider computer glasses, especially if you wear bifocals.
   - If your monitor positioned at a distance to allow you to read the screen without leaning your head, neck or torso forward or backward? If NO, then
     - Move your monitor closer and/or increase the font size.
Position your monitor approximately an arm’s length away.

- If your monitor positioned to minimize glare? If NO, then
  - Adjust your monitor angle to reduce glare.
  - Have facilities remove bulbs from overhead light fixtures if possible above your desk.
  - Adjust blinds to control sunlight.
  - Position your monitor at a right angle to windows.

3. Chair

- Is your chair height adjustable? If NO, then
  - Consider purchasing a new chair.
- Does your chair provide lumbar (lower back) support? If NO, then
  - Adjust the seat back height so the natural curve of your lower back is supported by the outward curve of the seat back.
  - Use a lumbar cushion to support your lower back if your seat back is not adjustable.
  - Consider purchasing a new chair.
- Are the arms of your chair adjustable? If NO, then
  - Consider removing the chair arms if they cannot be adjusted to the proper height for you.
  - Use gel arm pads if the chair arms are too low.
  - Consider purchasing a new chair.
- Is there room between the back of your knees and the front edge of your seat? If NO, then
  - Adjust the seat depth, if applicable, by sliding it forward or backward.
  - Adjust the back tilt, if applicable.
  - Consider purchasing a new chair.

4. Work Surface

- Is your work surface at your proper keying height? If NO, then
  - Consider purchasing height adjustable furniture.
  - Install an adjustable keyboard tray.
  - Raise your chair to allow you to key comfortably and use a footrest if needed.
- Is your work surface large enough and deep enough to accommodate your computer components, documents and other items necessary to perform your job? If NO, then
  - Install an adjustable keyboard to increase work surface area.
- Do your thighs have clearance space between your chair and work surface? If NO, then
  - Consider purchasing adjustable height furniture.
  - Contact facilities to raise your desk, if possible, or purchase desk risers to raise your desk to a comfortable height for you.
  - Lower your chair, if possible, to a comfortable height for you.
o Do your legs and feet have clearance space under your work surface? If NO, then
  ✓ Relocate items interfering with your legroom including CPUs, recycle bins and personal bags.

5. Job Design
  o Do you vary your tasks throughout the day? If NO, then
    ✓ Break up large, longer tasks with similar, shorter ones whenever possible.
  o Do you take short, frequent breaks from the computer throughout the day? If NO, then
    ✓ Take short breaks every 45-60 minutes to stretch and change body position.
    ✓ Consider reminders to prompt stretch breaks such as Calendar, Outlook or software.
    ✓ Stand, rather than reach, to retrieve items placed high.
    ✓ Reorganize your workstation to promote movement during the day.

  o Do you keep frequently used items within easy reach? If NO, then
    ✓ Relocate all frequently used items such as phone and calculator within your immediate reach.
  o If your job involves frequent telephone use, do you use a headset? If NO, then
    ✓ Consider purchasing a headset.
    ✓ Use the hands-free option whenever possible such as speakerphone.