

## 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 comfortable 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.

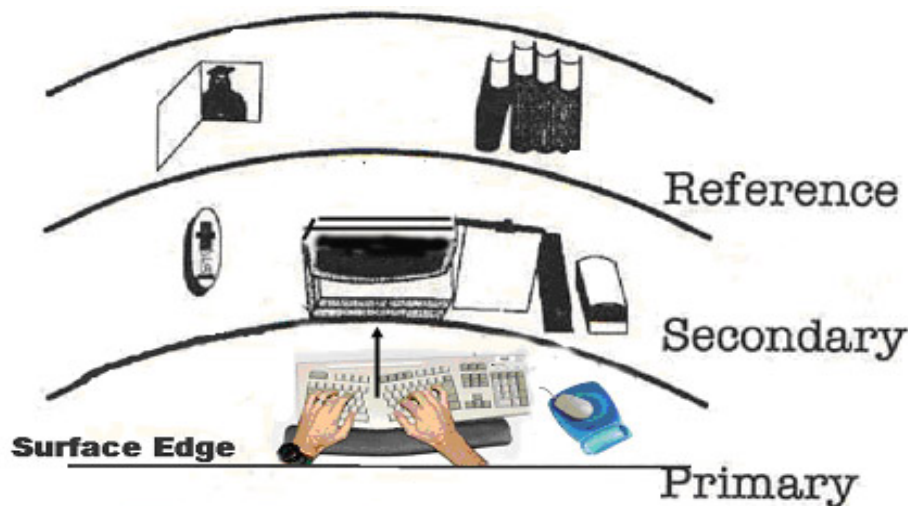
### 4. Work Surface

- 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.

- 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

- Do you vary your tasks throughout the day? If NO, then
  - ✓ Break up large, longer tasks with similar, shorter ones whenever possible.
- 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 reminds 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.



- 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.
- 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.