Improved Workstation Ergonomics
Employee/Volunteer Checklists

According to the Occupational Safety & Health Administration (OSHA), "ergonomics is the science of fitting workplace conditions and job demands to the capabilities of the working population. Effective and successful 'fits' assure high productivity, avoidance of illness and injury risks and increased satisfaction among the work force."

The following checklists are an easy way for you to improve ergonomics at your facilities, helping prevent pain and injury from happening to all who work for your organization.

For more ergonomics recommendations or for additional copies of the checklist, visit www.churchmutual.com.

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General Workstations

Most standard desk workstations include a computer, monitor, keyboard, mouse, telephone and other accessories. Ensuring these items are properly positioned and in good working condition is a key component to ergonomics. Here is a basic checklist to help make sure you're on track.

	OK	Needs Attention	Action to be taken
Is the workstation organized in such a way that twisting and reaching are minimized?	O	O	
Is there enough desk space to perform required job tasks, such as writing and reading?	O	O	
Are the workstation, components and accessories (e.g., telephones, monitors, keyboards, etc.) maintained in serviceable condition?	O	O	
Is the workstation environment equipped with adequate lighting, noise control and temperature/ventilation?	O	O	
Are heavy resources (e.g., binders, textbooks, etc.) easily accessible without reaching or bending?	O	O	
Are electrical/data/telephone cords secured away from possible catch points, such as desk drawers and chair legs?	O	O	
Is the telephone positioned so that twisting and/or reaching is not required to access it during periods of high usage?	O	O	
Is a hands-free telephone headset used when both hands are needed for long periods of time?	O	O	

Standing Workstations

Standing workstations are common for employees conducting manual tasks, such as assembling, sorting, packing or cooking. They are also growing in popularity in traditional office environments because they give employees the opportunity to spend less time sitting, which can have health benefits. The height of standing workstations should take into account the tasks that are performed. Here are a few other things to look out for.

	OK	Needs Attention	Action to be taken
If the user does not perform reading or writing tasks, is the work surface 1 inch below elbow height?	O	O	
Is there at least a 4-inch clearance between the user and the back of the workstation to allow space for the user's knees and toes?	O	O	
Is the edge of the work surface in front of the keyboard cushioned?	O	O	
Is there a stand-alone footrest or a 4- to 6-inch bar available underneath the workstation for a footrest?	O	O	
Is an anti-fatigue mat provided?	O	O	
Is the user knowledgeable about proper working postures?	O	O	

Proper Seating

A study conducted at the Work and Health Research Centre at Loughborough University found that during a typical work week people spend an average of five hours and 41 minutes per day sitting at their desk. When sitting for such a prolonged time, bodies must be positioned properly to avoid injury. Follow these tips to help keep your work force pain and injury-free.

	OK	Needs Attention	Action to be taken
Are forearms, wrists and hands relaxed with elbows and forearms working at a 90- to 120-degree angle?	O	O	
Are elbows level with the work surface?	O	O	
Is the small of the back supported comfortably by a lumbar support or similar ergonomic accessory?	O	O	
Is the chair able to tilt back and forth providing the user with adequate range of motion?	O	O	
Is the user able to recline to a 15-degree angle?	O	O	
Can the chair roll to the workstation without the armrests blocking the way?	O	O	
When the user is seated in the chair, do casters roll easily in all directions?	O	O	
Is the seat bottom sized correctly to provide the user with adequate posture support?	O	O	
When the user sits against the backrest, is there at least a 2-inch space between the edge of the chair and the back of the knees?	O	O	
Do feet rest flat on the floor, or are they supported by a stable footrest?	O	O	

Keyboard and Mouse Positioning

Follow these simple guidelines to help prevent injury among those who spend many hours a day at a keyboard.

	OK	Needs Attention	Action to be taken
Are the keyboard and mouse directly in front of the user, facilitating a relaxed posture for keying?	O	O	
Are elbows bent at a 90- to 120-degree angle while typing/using the mouse?	O	O	
Are wrists in a neutral position with minimal bend while typing/using the mouse?	O	O	
Are wrists and forearms held above the work surface (not resting on it) while typing/keying/using the mouse?	O	O	
Is the mouse positioned so the user does not need to reach to operate?	O	O	
Are arm and wrist exercises incorporated into daily routines to increase blood flow and reduce possible cramping, tingling or numbness in wrists/arms?	O	O	

Monitor Positioning

Sore necks, strained eyes and headaches are just a few of the symptoms of improper monitor positioning. Follow these tips to help prevent them.

	OK	Needs Attention	Action to be taken
Is the user positioned so there is no need to lean forward or backward to view the screen?	O	O	
Are monitors positioned directly in front of the user and 20 to 30 inches (or an arm's length) from the user? *Note: If dual monitors are used — one as the primary and one as the secondary — the primary monitor should be positioned directly in front of the user with the secondary monitor next to the primary at a 30-degree angle.*	O	O	
Are the tops of the monitors at or 1 inch below eye level?	O	O	
If the user wears transitional or bifocal lenses to see the screen, is the monitor height adjusted so the user does not have to tilt the neck in an awkward position?	O	O	
Is the screen free of glare that might cause eyestrain?	O	O	
Does the user rest eyes and blink periodically to reduce eye fatigue and dryness?	O	O	
Is the monitor positioned such that the user does not have to tilt the neck upwards or to the side to view the screen?	O	O	
Is the document holder placed next to the monitor and at eye level? *Note: For dual monitors that are used equally, the document holder should be centered between the two monitors and directly in front of the keyboard. When using one of the dual monitors as the primary monitor, the document holder should be level with the primary monitor.*	O	O	
If dual monitors are used equally, are they placed at the same height and aligned with the keyboard in the center? *Note: If one monitor is used as the primary, the keyboard should be placed in front of that monitor rather than centered between the two monitors.*	O	O	

Notes: _____

Employee Name: _____

Department: _____

Supervisor: _____

Completed By: _____ Date: _____

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