Computer Workstation Checklist

Evaluator _____   Date of Evaluation (mm/dd/yy) ____/____/____
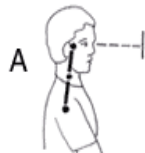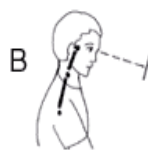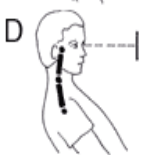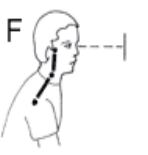
WORK

1. How many hours per week, on average, is the computer used at work?
   ☐ Less than 10 hours ☐ 10-19 hours ☐ 20-29 hours ☐ 30 hours or more

2. How many hours per week, on average, is the computer used at home?
   ☐ Less than 10 hours ☐ 10-19 hours ☐ 20-29 hours ☐ 30 hours or more

3. Is the computer ever used for more than 50 hours per week? ☐ Y   ☐ N

4. In a typical workday, what is the longest time worked continuously on the computer without switching to non-computer work or taking a break of more than a few minutes?   ☐ less than 1 hour   ☐ 1 hour or more

5. Is the workstation routinely shared with someone else? ☐ Y   ☐ N

6. What is the nature of the work done on the computer? Check all that apply.

   ☐ Continuous Data Entry or   ☐ Composing Written Documents
      Transcription (e.g. words
      or numbers)

   ☐ Graphics Intensive Work   ☐ Intermittent Input/Retrieval
      (e.g. heavy mouse use)   (e.g. accessing databases or other files)

EYES

7. Circle the letter next to the pictures which best illustrate head and neck posture when working at the computer. Check more than one if the person is often in that position. The heavy dashed line indicates the line of the neck:

Visual Targets
_____
_____
_____
_____
_____
_____

The visual target is what is being looked at in each position selected (e.g. documents, screen).

8. Check the picture that shows how the head is usually held when working at the computer. Check more than one if often in those positions.
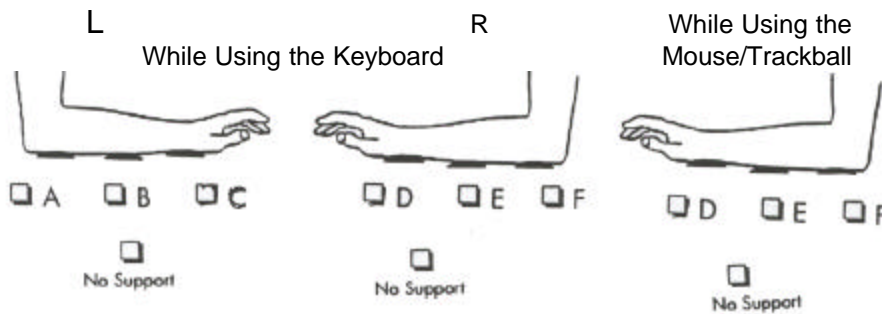List the visual targets in each position (e.g. documents, keyboard, screen).

A.   B.   C.

Straight ahead   To the right   To the left
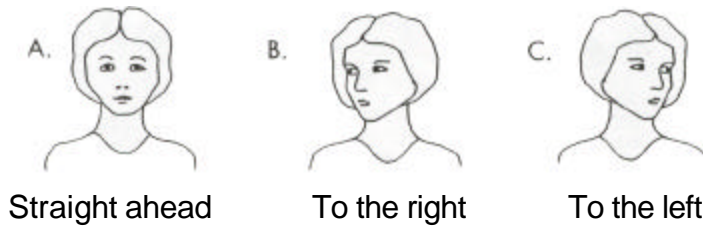
Visual target   _____   _____   _____

9. Is there glare or reflection from other light sources on the monitor?
☐N   ☐Y   Sources of glare: _____

10. Is it necessary to lean forward to clearly see the characters on the computer screen?   Y☐   N ☐

HANDS

11. Check the areas where the arms are supported most of the time while using the keyboard (left and right arm) and the mouse.

L   R   While Using the
While Using the Keyboard   Mouse/Trackball

☐ A   ☐ B   ☐ C   ☐ D   ☐ E   ☐ F   ☐ D   ☐ E   ☐ F

☐   ☐   ☐
No Support   No Support   No Support

12. Indicate the most common position of the shoulders when using the keyboard, mouse, or doing paperwork. For each task, check the most appropriate image. The heavy dashed line indicates the position of the arm.
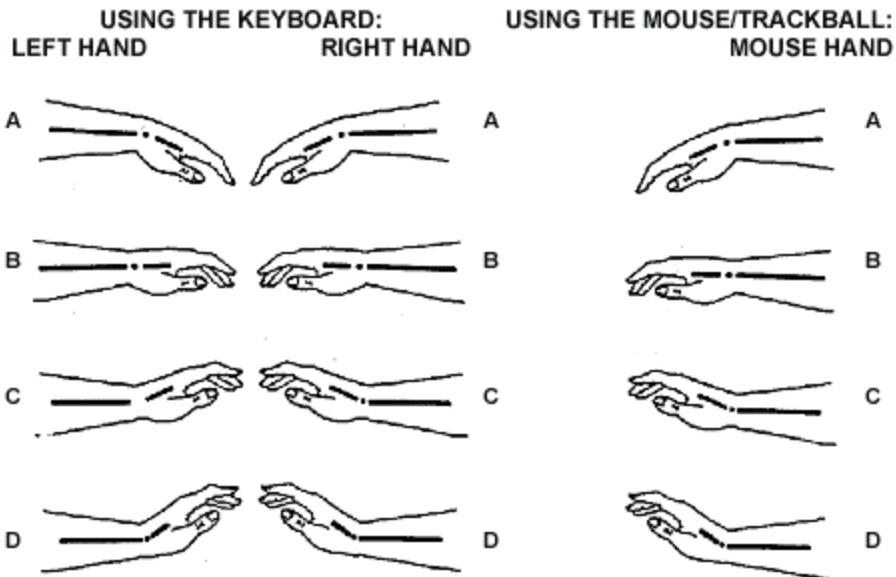
A   B   C

13. Indicate the most common position of the elbows when using the keyboard or mouse. For each task, circle the letter next to the appropriate image.

A   B   C

14. Is the arm or hand frequently resting on any narrow (< 2" wide) or sharp surface?

Y ☐   N ☐

15. Circle the letters next to the pictures best describing the usual wrist position when working at the computer. Check more than one if the person is often in that position. The heavy lines indicate the angle of the wrist:

USING THE KEYBOARD:
LEFT HAND   RIGHT HAND

USING THE MOUSE/TRACKBALL:
MOUSE HAND

A   A   A

B   B   B

C   C   C

D   D   D

16. When typing at the computer, are the fingers or wrists flicked to reach side keys as shown by the shaded hand in the drawings below?

☐ Never

☐ Sometimes

☐ Frequently

17. Check the picture that best represents the wrist position when working at your computer. The heavy lines indicate the angle of the wrist.

L R L R L R
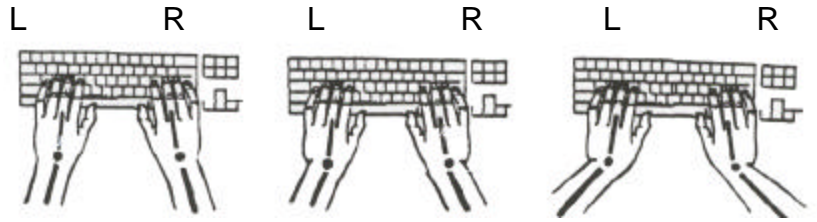
☐ A ☐ B ☐ C

18. If a mouse or other pointing device is used, are dragging operations performed (i.e., moving or holding the mouse with the button held down such as when using scroll bars, highlighting text, or resizing graphics)? ☐Yes ☐No/Rarely

19. If a telephone is used while typing on the computer, how is the receiver held?
☐A headset or speakerphone is used.
☐The telephone is cradled between the shoulder and ear.
☐The receiver is held with one hand while the other hand writes or uses the keyboard.

BODY

20. Lumbar or other extra cushions in use?   Y ☐   N ☐

21. Circle the letter corresponding to the picture that best illustrates back posture at the computer.   Check more than one if that position is used often. The heavy dashed line indicates the shape of the spine.
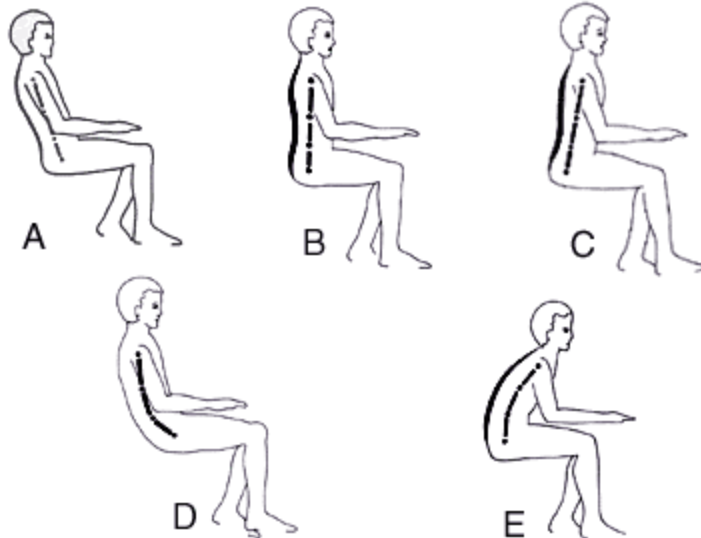
22. While working at the computer, where is the back supported by the chair? Please circle the appropriate letters.

A. At your neck area

B. In your upper back area

C. In your low back area

D. In your buttock area
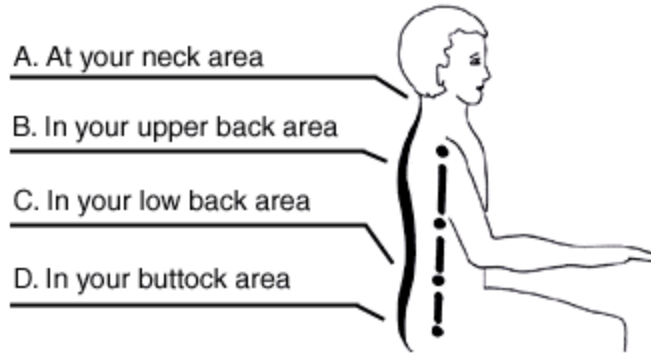
E. No Support

23. When working at your computer, what supports your feet?

☐The floor   ☐A footrest   ☐Base of chair ☐Nothing/Feet dangling

24. Check the picture that shows the commonly used sitting position at work.   Check
    more than one picture if often in that position. The heavy straight line
    indicates the angle of the thigh.

A   B   C   D

E   F   G
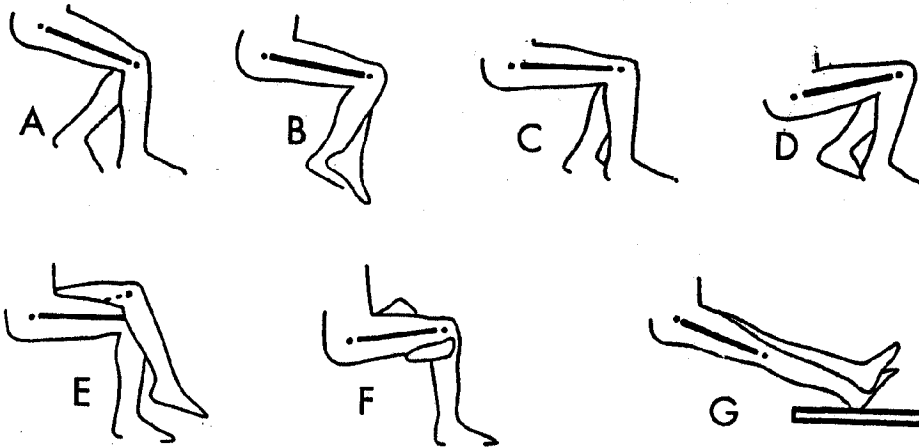
25. When working at or around the computer to reach for documents or use
    the telephone, can the body and chair be moved comfortably without hitting
    or bumping into anything?

    Y ☐   N ☐ What is bumped into? _____
                                              _____