At Home - Workstation Self-Assessment Checklist

Employee Name: __________________________ Location: __________________________

Date of Assessment: __________________________

Reviewed by: __________________________

**Sitting**

<table>
<thead>
<tr>
<th>Preferred</th>
<th>Yes</th>
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</table>
| You know how to adjust your chair, (if adjustments available) | ☐ | ☐ | • Review chair instruction sheet  
• Play with the adjustments  
• Wood or metal fixed chairs may actually support a good sitting position but not for long periods of time. – no cushion.  
• Take frequent breaks and get out of the chair as much as possible.  
• Stand to make phone calls or do other tasks. | |
| Adequate back and lumbar support so the ears are in line with the shoulders and hips. | ☐ | ☐ | • Adjust the chair.  
• Add a lumbar support or pillow  
• Review example picture 1.0, Poor Sitting Issues. | |
| Shoulders relaxed and level when keyboarding and using the mouse | ☐ | ☐ | • Adjust/eliminate armrests  
• Raise/lower chair  
• Raise/lower work surface height  
• Learn to use the mouse on the left side | |
| Elbows in line or slightly lower than the hands | ☐ | ☐ | • Adjust/eliminate armrests  
• Raise/lower chair  
• Raise/lower work surface height  
• Use a wrist rest – only length of keyboard | |
| Thighs parallel to floor, knee at same height as hips | ☐ | ☐ | • Raise/lower chair  
• Raise/lower work surface height  
• Add/remove footrest – use books or old binders | |
| Two to three finger breadth between knee and front edge of seat pan. | ☐ | ☐ | • Use footrest – will raise knee up a bit  
• Use lumbar support or pillow if seat pan is too long  
• Adjust chair if possible | |
| Adequate space on work surface – frequent reaches are in 2 o’clock or 10 o’clock positions with a bend in the elbow. | ☐ | ☐ | • Organize and reposition items  
• Locate frequently used items within easy reach  
• Position documents between the keyboard and monitor. Use angle adjustable document holders or in home solutions | |
| Adequate space beneath work surface to move legs | □ | □ | • Remove objects under desk  
• Raise/lower chair or work surface  
• Point the toes in the direction of movement to reduce twisting. |
| Minimal reaching above shoulder and below knee heights | □ | □ | • Stand to reach overhead binders/items.  
• Place frequently used items on desk  
• Support upper body weight by placing a hand on the desk or on the knee. |

### Standing

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| Standing in a neutral position | □ | □ | • Feet are shoulder width apart, no slouching to the side  
• Use a footrest and place one foot on it  
• Adjust desk height to avoid leaning forwards  
• Adjust monitor height for standing, usually a little higher than sitting position  
• Avoid leaning on the workstation/keyboard, raise the height or use a wrist rest | |
| Standing for long periods of time | □ | □ | • Adjust sitting and standing time accordingly  
• Use a footrest to change posture  
• Wear proper footwear  
• Try an anti-fatigue mat | |
| Documents and equipment positioned appropriately | □ | □ | • Standing allows for easier movement; re-arrange documents and equipment to take advantage of more desk space.  
• Position equipment at the same level when standing as with sitting  
• Adjust height to reduce wrist direct pressure or leaning forearms on the edge of the workstation  
• Avoid reaching across the body | |
### Keyboard

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| Relaxed arm position during keyboarding with no direct pressure on the wrists | □   | □  | • Raise/lower desk height  
• Raise/lower chair height  
• Try a wrist rest  
• Review example picture 1.0 Poor Sitting Issues.  
• Learn to use the mouse on the left side – it is a shorter reach - no # pad!  
• Use an external keyboard and mouse when long duration laptop use occurs. | |
| Wrist in neutral/straight position (not up, down or to one side) | □   | □  | • Check chair height  
• Check keyboard height & tilt (lower keyboard clips unless you are a 'true' typer)  
• Using the mouse on the left side will significantly improve wrist and upper body posture | |
| Keyboard aligned with monitor and chair | □   | □  | • Check for neck or upper body twisting - have someone observe from behind and in front  
• align keyboard, monitor and chair | |

### Mouse

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| Wrist in neutral/straight position (not up, down or to one side) | □   | □  | • Position at the same level and as close to the keyboard as possible  
• Use a keyboard with a separate number pad or use on the left side  
• Move the mouse with mostly shoulder motions with some elbow and wrist movements | |
| Relaxed grip | □   | □  | • Is the mouse too small or too big for the hand  
• Reduce scroll wheel use by using the page up/down keys  
• Note: a mouse wrist rest may lead to too much wrist motions to move the mouse. | |

### Monitor and Documents

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| Head neutral posture especially 'no chin up' posture, even a little bit. | □   | □  | • Raise or lower the screen  
• Laptop screens are too low unless worker relies on bifocal lenses – look out the bottom of the lens.  
• Align monitor with keyboard and chair  
• Dual monitors as close together as possible yet far enough away to reduce neck twisting. | |
### Monitor font size adequate and distance is suited for the worker and the performed tasks

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- Default size is usually too small - increase font size
- Adjust distance from user to minimize neck twisting and reaching for documents.

### Glare and brightness

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- Adjust position and angle of monitor
- Adjust monitor brightness, contrast and colours
- Close blinds, adjust lighting and keep the screen clean
- Shine desk light away from the monitor

### Document placement – depends on task performed

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- Avoid reaching across the body to write, grasp documents.
- Try to position documents in front when entering information into the computer.

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### Telephone

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<td>Neck and head centered. Do not hold the phone between your head and shoulder.</td>
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<td></td>
<td>- If you are right handed, place phone to the left side so that it frees up your hand to write a message. Do no cradle phone between neck and shoulder&lt;br&gt;- Try a headset, ear phones for a smart phone or use speaker option.&lt;br&gt;- See handout resource ‘Overuse of Hand Held Devices’</td>
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<td>Easy reach if used frequently and continuously</td>
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<td>- Place phone closer – 2 o’clock or 10 o’clock position and keep a bend in the elbow.</td>
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### Job Variety

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<td>Frequent visual rest</td>
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<td>- Every few minutes look away from the screen and focus on a distant object</td>
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<td>Regular movement</td>
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<td>- Move your back, neck and shoulders and whole body as much as possible</td>
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<td>Alternate task schedule</td>
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<td>- Alternate tasks within a job to minimize repetition&lt;br&gt;- Learn to use the mouse on the left side of the keyboard even if just for an hour or two. Remember to change the action and menu selection buttons, found in Mouse Settings.</td>
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Appendix:
Example picture 1.0 Poor Sitting Position.

A) Eye line of sight is slightly too low.
   - Leads to neck bending and slouching

B) Ears, Shoulders and Hips are not in-line.
   - Leaning too far back, leads to slouching

C) Hands are higher in height than the elbows.
   - Pressure on the forearms/wrists and shoulder shrugging

D) Knee is slightly lower than the hips is acceptable.
   - If any lower, worker would round their lower back, slouch and have a head forward neck position.

E) Direct Pressure Hazard
   - Results from resting or leaning the forearms on a hard desk edge. Increases pressure in the carpal tunnel and reduces

https://stanforduniversity.qualtrics.com/jfe/form/SV_et88wAanyu1m5pi
Note: This was used as an example of ‘good’ at home workstation ergonomics.