

# Computer Workstation: Work Station Checklist

This checklist is utilized to identify, analyze, and control MSD hazards in computer Workstation tasks.

Company:

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Client:

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## Working Conditions

*The workstation is designed or arranged for doing VDT tasks so it allows the employee's*

- A. **Head and neck** to be about upright (not bent down/back).
- B. **Head, neck and trunk** to face forward (not twisted).
- C. **Trunk** to be about perpendicular to floor (not leaning forward/backward)
- D. **Shoulders and upper arms** to be about perpendicular to floor (not stretched forward) and relaxed (not elevated).
- E. **Upper arms and elbows** to be close to body (not extended outward).
- F. **Forearms, wrists, and hands** to be straight and parallel to floor (not pointed up/down)
- G. **Wrists and hands** to be straight (not bent up/down or sideways toward little fingers).
- H. **Thighs** to be about parallel to floor and lower legs to be about perpendicular to floor.
- I. **Feet** to rest flat on floor or be supported by a stable footrest.
- J. **VDT tasks** to be organized in a way that allows employee to vary VDT tasks with other work activities, or to take micro-breaks or recovery pauses while at the VDT workstation.

Yes	No
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## Seating

*The Chair...*

- 1. **Backrest** provides support for employee's lower back (lumbar area).
- 2. **Seat Width and depth** accommodates specific employee (seat pan not too big/small).
- 3. **Seat front** does not press against the back of employee's knees and lower legs (seat pan not too long).
- 4. **Seat** has cushioning and is rounded/has "waterfall" front (no sharp edge).
- 5. **Armrests** support both forearms while employee performs VDT tasks and does not interfere with movement.

Yes	No
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## Keyboard/Input Device

*The keyboard/input device is designed or arranged for doing VDT tasks so that...*

- 6. **Keyboard/input devices platform (s)** is stable and large enough to hold keyboard and input device.
- 7. **Input device** (mouse or trackball) is located right next to keyboard so it can be operated without reaching.
- 8. **Input device** is easy to activate and shape/size fits hand of specific employee (not too big/small)
- 9. **Wrists and hands** do not rest on sharp or hard edge.

Yes	No
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