# Computer Workstation: Work Station Checklist

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

	MSD hazards in computer Workstation tasks.	_	
Company:			
Client:			
	Working Conditions		
<u>T/</u>	he workstation is designed or arranged for doing VDT tasks so it allows the employee's .	Yes	No
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 perendicular 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.		
	Seating		
	The Chair	Yes	No
1.	Backrest provides support for employee's lower back (lumbar area).	,	
	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.		
	Keyboard/Input Device		
	The keyboard/input device is designed or arranged for doing VDT tasks so that	Yes	No
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		53.525.53
	(not to big/small)		
9.	Wrists and hands do not rest on sharp or hard edge.		

## Page 2 Workstation Checklist

#### Monitor

# The monitor is designed or arranged for VDT tasks so that. . .

- 10. **Top line** of screen is at or below eye level so employee is able to read it without bending head or neck down/back. (For employees with bifocals/trifocals see next item).
- 11. Employee with biforcals/trifocals is able to read screen without bending head or backwards.
- 12. **Monitor distance** allows employee to read screen without leaning head, neck, or trunk forward/backward
- 13. **Monitor position** is directly in front of employee so employee does not have to twist head or neck.
- 14. **No glare** (e.g., from window, lights) is present on the screen which might cause employee to assume an awkward posture to read screen.

## Work Area

# The work area is designed or arranged for doing VDT tasks so that . . .

- 15. **Thighs** have clearance space between chair and VDT table/keyboard platform (thighs not trapped).
- 16. **Legs** and **feet** have clearance space under VDT table so employee is able to get close enough to keyboard/input device.

#### Accessories

- 17. **Document holder**, if provided, is stable and large enough to hold documents that are used.
- 18. **Document holder**, if provided, is placed at about the same height and distance as monitor screen so there is little head movement when employee looks from document to screen.
- 19. Wrist rest, if provided, is padded and free of sharp and square edges.
- 20. **Wrist rest**, if provided, allows employee to keep forearms, wrists, and hands straight and parallel to ground when using keyboard/input device.
- 21. **Telephone** can be used with head upright (not bent) and shoulders relaxed not elevated if employee does VDT tasks at the same time.

# General

- 22. Workstation and equipment have sufficient adjustability so that the employee is able to be in a safe working posture and to make occasional changes in posture while performing VDT tasks.
- 23. VDG Workstation, equipment and accessories are maintained in serviceable condition and function properly.

### **Passing Score**

"Yes" answer on all "Working postures" items (A-J)
No more than two "No" answers on remainder of checklist (1-23)

	Yes	No
	0	0
Ì	0	0

Yes	No

Yes

No

Comments: