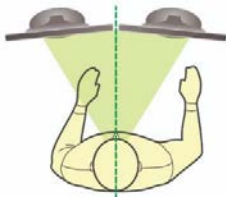
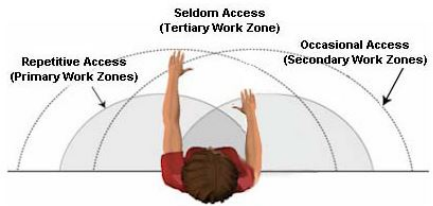




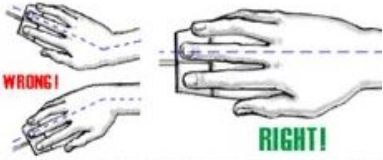
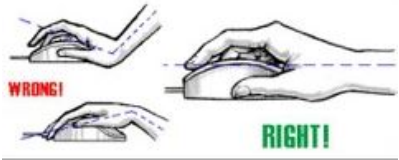
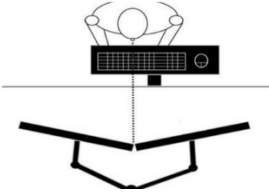



Computer Workstation Self-Evaluation Checklist

The goal of this Self-Evaluation Checklist is to help you achieve the healthiest and most comfortable postures while at your computer workstation. Complete the form, print a copy, and discuss the results with your supervisor or manager. Implement as many of the solutions as are feasible for your workstation. For questions or assistance contact HSEinfo@jhmi.edu.

Item	Workstation layout	Yes	No	N/A	Possible Solutions
1	If your desk is L-shaped and the inside corner is 90°, is your computer located to the side of this corner?				Relocate computer Acquire corner bridge
2	Is there adequate leg space beneath desk to allow you to sit close to desk with legs facing directly forward?				Remove stored items beneath desk. Relocate computer
3	Are your keyboard and monitor (s) centered directly in front of body?				Relocate as necessary
4	Are items that you use frequently within easy reach without bending or stretching?				Relocate as necessary
					
Office Chair					
5	Is your chair height adjusted in manner that places knee height at hip level (or slightly below) hip level, with feet resting flat on floor?				Adjust chair Add seat cushion Locate a better chair Purchase a new chair Refrain from crossing legs
6	Does your chairs lumbar back support make contact with your lower back?				Adjust lumbar support Add lumbar cushion
7	When sitting completely back in your chair, is there a gap between front of seat cushion and the back of your knees?				Adjust seat depth Add back support cushion
8	Do you have good seated posture? Are your head, neck and torso vertically aligned? Are you maintaining curve in lower back?				Be aware of seated posture and strive to improve.

9	<p>If your chair is equipped with armrests (optional), are they positioned in a manner that allows shoulders to be rounded and arms to be relaxed at sides of body?</p>			<p>Adjust armrests Remove armrests</p>
				
Keyboard				
10	<p><i>[Sitting with shoulders rounded, upper arms relaxed at sides of body and forearms parallel with floor]</i></p> <p>Is keyboard at approximately the same height as elbows?</p>			<p>If using keyboard tray: Adjust keyboard tray</p> <p>If not using keyboard tray: Adjust chair height upwards Add a cushion to chair Acquire a keyboard tray</p>
11	<p>If chair is raised (See # 5), are you able to support feet flat on floor with knees slightly below hip level?</p>			<p>Acquire footrest Utilize makeshift footrest</p>
12	<p>Is keyboard and mouse positioned close to front edge of desk with a palm rest present for both keyboard and mouse?</p>			<p>Relocate keyboard and mouse closer to body Acquire soft palm rests for keyboard and mouse</p>
13	<p>Are your hands extending upwards while typing?</p>			<p>Increase seated height (and/or) Retract legs on front of keyboard</p>
14	<p>Is your keyboard uncomfortable to use due to hand posture?</p>			<p>Use an ergonomically designed keyboard</p>
				

Mouse					
15	Is mouse at the same level and as close as possible to your keyboard?				Relocate mouse close to keyboard Acquire a larger keyboard tray
16	Is a palm rest or mouse pad present that permits you to rest on a soft surface when you pause mouse use?				Acquire a palm rest or mouse pad
17	Is your mouse uncomfortable?				Alternate or switch to using your non-dominant for mouse work to reduce repetition Use an alternative style of mouse (e.g. vertical mouse, contour mouse, joystick, etc.)
	Are you using mouse for extended periods of time?				
	Are you experiencing discomfort primarily in your mouse hand?				
					
Monitors					
18	Is your monitor(s) located directly in front of your body to limit neck rotation?				Re-locate monitor (s) Dual monitors should be centered in front of body
19	Is viewing distance to front of monitor(s) approximately within arm's reach to limit eye-strain?				Re-locate monitor (s)
20	Are the tops of monitors slightly below horizontal line-of-sight to limit neck extension?				Place monitors directly on work surface Adjust monitor height to appropriate height
21	Are you wearing bi-focal or progressive lenses?				Lower monitor height lower Tilt monitor away from body slightly
					
Accessories					
22	Do you spend much of your time typing from paperwork that you place directly upon your desktop causing you to flex your neck downward to view?				Obtain a document holder to elevate papers above desk surface

23	Do you spend long periods of time using telephone and typing simultaneously, while holding phone against ear?				Use speaker phone Obtain phone shoulder cradle Acquire a hands-free headset
Laptops					
24	Are you using a laptop as your primary computer and for long periods of time?				Use external keyboard and mouse Use external monitor Elevate laptop on stand or by other means (e.g. books, box)

Even when perfectly positioned, it is still important (and sometimes difficult) to avoid static postures. It is important to take “mini breaks” to stretch after an extended period of computer use. Perform 5-15 minutes of non-computer related work for every 50-90 minutes of computer use.