

Office Ergonomics Workstation Review

SAFETY CHECKLIST

Name

Department

Date

These survey questions only require a Yes/No answer. Please check the appropriate column. A response in the "YES" column requires no further action. A response in the "NO" column requires a recommendation be made to correct the condition. Also, give recommendation to person who is responsible for follow up.

Chair

DESCRIPTION	YES	NO	N/A
Is the height easily adjustable?			
Is the back rest adjustable:			
a. Up and down?			
b. Front to back?			
c. Does it provide support when leaning back?			
Is the seat pan:			
a. Comfortable?			
b. Front well rounded?			
c. Adjustable?			
Does the seat have arm rests?			
Are the arm rests comfortable?			

Footrest

DESCRIPTION	YES	NO	N/A
If needed, is a footrest available?			
Is it adjustable?			

Keyboard

DESCRIPTION	YES	NO	N/A
Is it detachable?			
Is the height adjustable?			
Does the height promote a neutral wrist position?			
Is wrist position and comfort maintained without a wrist support?			

Work Surface

DESCRIPTION	YES	NO	N/A
Is it free from damage?			
Are the corners rounded?			
Is the height appropriate?			
Is there enough leg room?			

Computer Monitor

DESCRIPTION	YES	NO	N/A
Is the height adjustable?			
Is the top line of the screen horizontal to the line of vision?			
Are the characters sharp and clearly visible?			
Can reflections and glare be eliminated by moving the screen?			

Document Holder

DESCRIPTION	YES	NO	N/A
Is there a document holder?			
Can its position be adjusted?			
Is it positioned at the approximate monitor height and distance?			

Work Area Tools

DESCRIPTION	YES	NO	N/A
Are most often used tools within easy reach?			
Are frequently used heavy tools (large books, etc.) closer than lighter objects?			

Telephone

DESCRIPTION	YES	NO	N/A
Is the phone within easy reach?			
If using the phone for extended periods of time is a support, headset or speaker-phone available?			
Is the phone on non-dominant side?			

Lighting

DESCRIPTION	YES	NO	N/A
Are the characters on the video monitor clear and easily readable with current lighting conditions?			
Is the monitor screen surface free from reflections caused by light sources, windows and highly reflective surfaces and walls?			
Is the lighting on other work surfaces and document holders sufficient?			

Temperature

DESCRIPTION	YES	NO	N/A
Is the work area temperature comfortable?			
Are uncomfortable drafts or other conditions affecting work area temperatures controlled?			

Rest Breaks

DESCRIPTION	YES	NO	N/A
Other than lunch are other work breaks scheduled?			
Are scheduled breaks being observed?			
Are additional short stretch breaks taken?			
Can work duties be arranged to provide a variety of activities that break up computer entry work?			