Computer Workstation Ergonomics: Self-Assessment Checklist

The goal of this self-assessment is to help you set up your workstation for optimal comfort and performance. For more information, refer to the National Institutes of Health, Office of Research Services, Division of Occupational Health and Safety website.

Item	The Office Chair	Yes	No	N/A	
					• Adjust seat pan • Add a back support
5.	Do your armrests allow you to get close to your workstation?				• Adjust armrests • Remove armrests

Item	Keyboard and Mouse	Yes	No	N/A	Suggested Actions
6.	Are your keyboard, mouse and work surface at your elbow height?				• Raise / lower workstation • Raise or lower keyboard • Raise or lower chair
9.	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? The keyboard should be flat and <u>not</u> propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.				• Re-check chair, raise or lower as needed • Check posture

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