ERGONOMIC EVALUATION CHECKLIST

WORKING POSTURE

☐ HEAD and NECK upright or in-line with body alignment.
☐ HEAD, NECK, & TRUNK facing forward toward keyboard and monitor.
☐ TRUNK perpendicular to floor or leaning backward into backrest.
☐ NECK, SHOULDERS, & UPPER ARMS in-line with torso.
☐ UPPER ARMS & ELBOWS close to body and extending outward/inward.
☐ FOREARMS, WRISTS, & HANDS straight and in-line with body.
☐ WRISTS & HANDS straight, not bending, in or out, up/down.
☐ THIGHS parallel to the floor or slightly elevated above knees.
☐ FEET resting on floor or stable footrest.

SEATING

☐ BACKREST adequately supporting lower back.
☐ SEAT WIDTH & DEPTH accommodates the user.
☐ SEAT FRONT does not press against the back of knees.
☐ SEAT has cushioning and “waterfall” front.
☐ ARMRESTS support forearms and do no interfere with movement.

KEYBOARD / INPUT DEVICE

☐ KEYBOARD is stable and large enough.
☐ MOUSE is located next to keyboard, without reaching, on same level.
☐ MOUSE is easy to activate, not too large or too small.
☐ WRISTS & HANDS do no rest on sharp or hard edges.

MONITOR

☐ TOP of screen is about eye level.
☐ USERS WITH GLASSES can read without moving head up and down.
☐ MONITOR DISTANCE permits reading without moving forward or back.
☐ MONITOR POSITION is directly in front of user.
☐ GLARE is not a problem.

WORK AREA

☐ SUFFICIENT SPACE between desk / keyboard tray and thighs.
☐ LEGS AND FEET have sufficient clearance under work surface.

ACCESSORIES

☐ DOCUMENT HOLDER is stable and large enough to hold materials.
☐ DOCUMENT HOLDER is placed on same height as monitor.
☐ WRIST / PALM RESTS keep arms, wrists, and hands straight and in-line.
☐ TELEPHONE can be used with head upright and shoulder relaxed.

GENERAL

☐ WORKSTATION & EQUIPMENT are adjustable for good working posture.
☐ WORKSTATION, COMPONENTS, & ACCESSORIES maintained serviceable.
☐ COMPUTER TASKS organized to allow varied tasks with other activities.

NOTES

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