



# University of Wisconsin Eau Claire

## Computer Workstation Self-Assessment

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Position Title: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_ Years worked in position: \_\_\_\_\_

Workstation Location (Building/Floor/Room): \_\_\_\_\_

This checklist will assess your current workstation and may make you more comfortable at work.

Please complete the following steps:

1. Answer "yes" or "no" to each question.
2. If you answered "no", use the "Suggestions" column to adjust your workstation to best fit your needs.
3. Record these changes in the "Comments" column.

First, look at your **workstation** and **monitor**.

Item	Yes	No	Suggestions	Comments
If using a single monitor, is your monitor positioned directly in front of you?			<ul style="list-style-type: none"><li>• Reposition monitor</li></ul>	
If using dual monitors, are they positioned as close to one another as possible?			<ul style="list-style-type: none"><li>• Reposition monitors</li></ul>	
If using dual monitors, is the primary monitor directly in front of you? If they are used equally, are you centered between both monitors?			<ul style="list-style-type: none"><li>• Reposition monitors</li></ul>	
Is your monitor at least arm's length away (or further) from you?			<ul style="list-style-type: none"><li>• Reposition monitor</li></ul>	
Is the top of your monitor at or just below eye level?			<ul style="list-style-type: none"><li>• Adjust monitor height</li><li>*Lower for bifocal users</li></ul>	
Is your workspace free of clutter or other restrictions on space?			<ul style="list-style-type: none"><li>• Reorganize items</li><li>• Put items used less often out of reach</li></ul>	
Are the components used most often close to you so you do not need to reach for them?			<ul style="list-style-type: none"><li>• Place common items close to you</li><li>• Place uncommon items out of the way</li></ul>	
Does the space below your desk allow for free movement of your legs? And do your knees not touch the tabletop?			<ul style="list-style-type: none"><li>• Remove objects from under work station</li><li>• Raise desk</li></ul>	

Next, look at your **chair**.

Item	Yes	No	Suggestions	Comments
Can the height, back, arms, and seat of your chair be adjusted?			<ul style="list-style-type: none"> <li>• Try a fully adjustable chair**</li> </ul>	
Does your chair have a base with 5 legs and wheels?			<ul style="list-style-type: none"> <li>• Try a fully mobile chair**</li> </ul>	
Are your feet able to rest flat on the floor or a footrest?			<ul style="list-style-type: none"> <li>• Lower the chair</li> <li>• Use a footrest</li> </ul>	
Does the back rest provide support for your lower back?			<ul style="list-style-type: none"> <li>• Use a lumbar pillow</li> </ul>	
When seated, are your knees bent so they are at about a 90° angle?			<ul style="list-style-type: none"> <li>• Raise/lower chair</li> <li>• Use footrest</li> </ul>	
Are there approx. 2-3" between the back of your knees and the front edge of the seat?			<ul style="list-style-type: none"> <li>• Add a back support</li> </ul>	
Do armrests allow forearms to be parallel to floor without raising/lowering the shoulder?			<ul style="list-style-type: none"> <li>• Adjust armrests</li> <li>• Remove armrests</li> </ul>	
Do armrests allow you to get close to your workstation without extending the elbow from under the shoulder?			<ul style="list-style-type: none"> <li>• Adjust armrests</li> <li>• Remove armrests</li> </ul>	

Now, review your **accessories**.

Item	Yes	No	Suggestions	Comments
Does your keyboard, mouse, and workstation allow your elbows to be at approx. 90° while working?			<ul style="list-style-type: none"> <li>• Raise/lower desk</li> <li>• Raise/lower keyboard</li> <li>• Raise/lower mouse</li> </ul>	
Is the keyboard close to the edge of the workstation and in line with the monitor?			<ul style="list-style-type: none"> <li>• Reposition keyboard so arms remain close to body while typing</li> </ul>	
Is your keyboard flat on the workstation surface?			<ul style="list-style-type: none"> <li>• Do not use keyboard legs</li> </ul>	
Is your mouse at the same level as the keyboard and as close to it as possible?			<ul style="list-style-type: none"> <li>• Reposition mouse</li> </ul>	
Do you use wrist/palm rests to minimize contact with hard desk surfaces?			<ul style="list-style-type: none"> <li>• Obtain wrist rests</li> </ul>	
If yes to above question, do you only use the rests for breaks and not when typing or using the mouse?			<ul style="list-style-type: none"> <li>• Do not use for support while typing/using mouse</li> </ul>	
Does the shape and size of the mouse feel comfortable in your hand?			<ul style="list-style-type: none"> <li>• Obtain a better fitting mouse**</li> </ul>	
If you use the phone and keyboard simultaneously, do you use a headset or speakerphone?			<ul style="list-style-type: none"> <li>• Obtain a headset</li> <li>• Use speakerphone</li> </ul>	

Lastly, consider your **breaks**.

Item	Yes	No	Suggestions	Comments
Do you take a 30 second microbreak every 30 minutes?			<ul style="list-style-type: none"> <li>• Set reminders to take breaks</li> <li>• Stretch</li> <li>• Stand up and walk</li> </ul>	
Do you take eye breaks from looking at your monitor every 30 minutes?			<ul style="list-style-type: none"> <li>• Focus on a distant object for few seconds</li> <li>• Cup your eyes with your palms</li> </ul>	

\*\*The Ask Center has fully adjustable and mobile office chairs that are available for you to try out. Contact the Risk Management & Safety (RMS) Department within the ASK Center (715-836-3131) to seek assistance with fitting you to a chair. They can also provide suggestions on the proper mouse to use.

If you checked “No” for any of the items above, try using the suggestions listed to decrease any risk of injury. We ask that you please record any actions taken in the comments field and keep this checklist in the event a worksite evaluation by the RMS Ergonomics Team is needed.

Please indicate the approximate number of hours you spend each day doing the following. If possible, provide detail about how you do each of these tasks. Note: include hours while working and at home and be sure to label which setting the hours occur in.

Computer Use: \_\_\_\_\_

Typing: \_\_\_\_\_

Using Mouse: \_\_\_\_\_

Phone Use: \_\_\_\_\_

Sitting: \_\_\_\_\_

Standing: \_\_\_\_\_

Lifting, bending, or twisting: \_\_\_\_\_

Other: \_\_\_\_\_

Thank you for taking the time to complete the Ergonomics Workstation Self-Assessment. We hope the provided suggestions improve your workstation to better fit your needs. If, after trying your modifications for one week, you are still unsatisfied with your workstation, please contact the Ergonomics Team again to schedule a Workstation Evaluation.