## **Ergonomics: computer workstations**

Work posture	
	Are head and neck are upright or in line with the torso (not bent down or back)?
	Are head, neck, and trunk face forward (not twisted)?
	Is the trunk perpendicular to the floor (may lean back into backrest but not forward)?
	Are shoulders and upper arms are in line with the torso, perpendicular to the floor, and relaxed?
	Are upper arms and elbows are close to the body (not extended outward)?
	Are forearms, wrists, and hands are straight and in line?
	Are wrists and hands are straight (not bent up, down, or sideways)?
	Are thighs are parallel to the floor and the lower legs are roughly perpendicular to floor?
	Are feet resting flat on the floor or supported by a stable footrest?
	Do computer users alternate computer tasks and other activities or take short breaks to reduce fatigue?
Cha	ir
	Does the backrest support the lower back (lumbar area)?
	Does the depth and width of the seat pan accommodate the user (seat pan not too big or small)?
	Is there a space between the seat pan and the back of the knees and lower legs (seat pan not too long)?
	Is the seat pan is cushioned and rounded with a "waterfall" front (no sharp edge)?
	Do armrests, if used, support the forearms and do not restrict movement?
Key	board and pointing device
	Is the keyboard platform stable and large enough to hold a keyboard and a pointing device?
	Is the pointing device next to the keyboard so it can be operated without reaching?
	Is the pointing device easy to activate and fits the hand comfortably?

Ш	Do the wrists and hands rest on surfaces that are not sharp or hard?	
Monitor		
	Is the top of the screen at or below eye level so that it can be read without bending the neck?	
	Can those who wear bifocal or trifocal lenses read the screen without bending their necks?	
	Does the monitor distance allow one to read the screen without leaning forward or backward?	
	Is the monitor is directly in front of the user?	
	Is the screen free from glare from windows or other light sources?	
Desk or other work surface		
	Is there enough space between the top of the user's thighs and the work surface or keyboard platform so that the thighs aren't trapped?	
	Is there enough space under the work surface for the legs and feet so that the user can get close enough to the keyboard to type comfortably?	
Accessories		
	Is the document holder stable and large enough to hold documents?	
	Is the document holder about the same height and distance from the user as the monitor screen?	
	Are palm rests padded and free of sharp or square edges?	
	Do palm rests allow the forearms, wrists, and hands to remain in a straight line?	
	Can a telephone be used with the head upright (not bent) and the shoulders relaxed?	