



Ergonomics Checklist for Computer Users

Client's Name: _____ **Date:** _____

Checklist Item	What to look for	Affecting this area of the body	YES	NO
Video Display Terminal	VDT screen is clean	eyes	<input type="radio"/>	<input type="radio"/>
	Glare screen is attached	eyes	<input type="radio"/>	<input type="radio"/>
	Screen is free of glare/shadows	eyes	<input type="radio"/>	<input type="radio"/>
	Images on the screen are sharp, easy to read and do not flicker	eyes	<input type="radio"/>	<input type="radio"/>
	The height of the monitor is level with the eyes	eyes / neck	<input type="radio"/>	<input type="radio"/>
	Document holder is at the same height as the computer monitor	eyes / neck	<input type="radio"/>	<input type="radio"/>
	Screen fresh rate is at least 60 Hertz	eyes	<input type="radio"/>	<input type="radio"/>
	Adjustable screen position	eyes / neck	<input type="radio"/>	<input type="radio"/>
	Viewing distance is 12-24"	eyes / neck	<input type="radio"/>	<input type="radio"/>
	Adjustable brightness and contract	eyes	<input type="radio"/>	<input type="radio"/>
Chair	Swivels	back	<input type="radio"/>	<input type="radio"/>
	Neutral colour	eyes	<input type="radio"/>	<input type="radio"/>
	Adjustable height/tilt	back / legs	<input type="radio"/>	<input type="radio"/>
	Adjustable back rest	back / legs	<input type="radio"/>	<input type="radio"/>
	Adjustable arm rests	arms / shoulders	<input type="radio"/>	<input type="radio"/>
	Contoured front edge of seat	buttocks	<input type="radio"/>	<input type="radio"/>
	Meets the ANSI-HFS 100-88 standards	entire body	<input type="radio"/>	<input type="radio"/>
	Has wheels or castors suitable for the floor surface	back / legs	<input type="radio"/>	<input type="radio"/>
	Backrest supports the inward curve of the lower back	back / legs	<input type="radio"/>	<input type="radio"/>
	Adjustable head rest	neck / upper back	<input type="radio"/>	<input type="radio"/>
Breathable fabric on seat	buttocks/ legs/ back	<input type="radio"/>	<input type="radio"/>	
Ceilings / walls	Non-glare finishes and neutral colours on walls	eyes	<input type="radio"/>	<input type="radio"/>
Light fixtures	Located to side of computer monitor	eyes	<input type="radio"/>	<input type="radio"/>
	Free from flickers of fluorescent tubes	eyes	<input type="radio"/>	<input type="radio"/>
	Adjustable task light	eyes	<input type="radio"/>	<input type="radio"/>
	Minimum noise	ears	<input type="radio"/>	<input type="radio"/>



Environment	Well ventilated work space	whole body	<input type="radio"/>	<input type="radio"/>
	Office temperature is 20 – 24° C	whole body	<input type="radio"/>	<input type="radio"/>
	Office humidity is 30-60%	whole body	<input type="radio"/>	<input type="radio"/>
	Reflective coating or tinting on windows to decrease heat from the sun	eyes	<input type="radio"/>	<input type="radio"/>
	Secured carpets and rugs	whole body	<input type="radio"/>	<input type="radio"/>
	Know evacuation procedures and location of exits	mind/body/soul	<input type="radio"/>	<input type="radio"/>
	Sound absorbing materials such as carpeting, curtains, acoustic baffles and typewriter pads	ears	<input type="radio"/>	<input type="radio"/>
	Know the locations and classes of fire extinguishers and how to use them	mind, body & soul	<input type="radio"/>	<input type="radio"/>
	Window curtains or blinds to increase or decrease heat from the sun as well as glare	eyes and the body's thermostat	<input type="radio"/>	<input type="radio"/>
Feet	Knees at 90° flexion	legs and back	<input type="radio"/>	<input type="radio"/>
	Footrests are used if feet do not rest flat on the floor	lower back, knees and ankles	<input type="radio"/>	<input type="radio"/>
Keyboard	Located in front of the monitor	neck/back/eyes	<input type="radio"/>	<input type="radio"/>
	Top surface of the keyboard space bar (or bottom row of keys) is not higher than 6.5 cm above the work surface	shoulders, arms, wrists and hands	<input type="radio"/>	<input type="radio"/>
	Directly in front of operator	wrists and hands	<input type="radio"/>	<input type="radio"/>
	The wrist is relaxed and not bent	wrists and hands	<input type="radio"/>	<input type="radio"/>
	During keyboard use, the forearm and upper arm form an angle of 80°-100°, with the upper arm almost vertical	shoulders, arms wrists and hands	<input type="radio"/>	<input type="radio"/>
	Slightly elevated with wrist pad	wrist, hand and elbow	<input type="radio"/>	<input type="radio"/>
Mouse pad	Located close to the side of the keyboard to support the wrist	wrist, hand and elbow	<input type="radio"/>	<input type="radio"/>
	Neutral colour	eyes	<input type="radio"/>	<input type="radio"/>
	Wrist pad attached to support the wrist	wrist, hand and elbow	<input type="radio"/>	<input type="radio"/>
Desk	Non-glare finish	eyes	<input type="radio"/>	<input type="radio"/>
	Neutral colour	eyes	<input type="radio"/>	<input type="radio"/>
	Plenty of leg and foot room	legs and feet	<input type="radio"/>	<input type="radio"/>
	Shiny surfaces are covered or removed	eyes	<input type="radio"/>	<input type="radio"/>
	At least 25"-29" in height	legs, and lower back	<input type="radio"/>	<input type="radio"/>



YOUR ERGONOMIC WORK STATION

The goal of this ergonomic survey is to assess your workstation, and it identifies tasks that can be potentially harmful, which can cause repetitive motion injury and other injuries to the muscles and joints. Also this survey will inform and give some suggestions on how to improve your work station/environment. Please answer as honest as you can. Keep in mind that “NO” answers indicate a potential problem and should be followed up. They may indicate the need for adjustment or changes in the workplace or job design.

Client: _____ Date: _____

Signs and Symptoms of Repetitive Motion Injury	Yes	No
Do you get pain or stiffness in:		
a) fingers	<input type="radio"/>	<input type="radio"/>
b) hands	<input type="radio"/>	<input type="radio"/>
c) wrists	<input type="radio"/>	<input type="radio"/>
d) forearms	<input type="radio"/>	<input type="radio"/>
e) elbows	<input type="radio"/>	<input type="radio"/>
f) shoulders	<input type="radio"/>	<input type="radio"/>
g) back	<input type="radio"/>	<input type="radio"/>
h) neck	<input type="radio"/>	<input type="radio"/>
Is there any tingling or numbness in the :		
a) hands	<input type="radio"/>	<input type="radio"/>
b) fingers	<input type="radio"/>	<input type="radio"/>
c) elbows	<input type="radio"/>	<input type="radio"/>
d) wrists	<input type="radio"/>	<input type="radio"/>
while working for periods of time?		
Do you experience any loss of strength or coordination in the hands?	<input type="radio"/>	<input type="radio"/>
Are you experiencing pain in the hands or arms that wakes you up at night?	<input type="radio"/>	<input type="radio"/>
When working for a period of time, do you feel a need to massage the hands, wrists or forearms?	<input type="radio"/>	<input type="radio"/>
At your work station, are you experiencing:		
a) pain	<input type="radio"/>	<input type="radio"/>
b) discomfort	<input type="radio"/>	<input type="radio"/>
c) fatigue	<input type="radio"/>	<input type="radio"/>
in any area of the body?		
Do you have a computer workstation?	<input type="radio"/>	<input type="radio"/>
Are you using a computer mouse for long periods of time?	<input type="radio"/>	<input type="radio"/>
Are your forearms at right angles and parallel to the floor in a relaxed working position?	<input type="radio"/>	<input type="radio"/>
When working on the keyboard, do you bang your keystrokes?	<input type="radio"/>	<input type="radio"/>
Are your shoulders relaxed and arms close to your body while operating the mouse?	<input type="radio"/>	<input type="radio"/>



Are your wrists and hands in a neutral position, not bent while working on the keyboard?	<input type="radio"/>	<input type="radio"/>
Does your computer have a screen to reduce the glare?	<input type="radio"/>	<input type="radio"/>
Is your hand at elbow level when using the mouse?	<input type="radio"/>	<input type="radio"/>
Is there a document holder attached to your compute/ screen?	<input type="radio"/>	<input type="radio"/>
If you use a document holder, is it the same height as your computer monitor?	<input type="radio"/>	<input type="radio"/>
How large is your VDT monitor? <input type="radio"/> 14" <input type="radio"/> 17" <input type="radio"/> 19"		
Office space in General		
Is your desk or table adjustable?	<input type="radio"/>	<input type="radio"/>
Is your desk or table split surface whose levels are independently height adjustable to accommodate an input keyboard on the lower surface, and the display unit in the upper?	<input type="radio"/>	<input type="radio"/>
The work surface that you work from, is it a matte finish?	<input type="radio"/>	<input type="radio"/>
Do you have an adjustable chair?	<input type="radio"/>	<input type="radio"/>
Is your telephone, calculator, printer, handbooks, manuals, and source documents, within reach of your sitting position?	<input type="radio"/>	<input type="radio"/>
Is the office floor surface: <input type="radio"/> rug <input type="radio"/> tile <input type="radio"/> wood		
Do you clean your VDT screen daily?	<input type="radio"/>	<input type="radio"/>
Is your VDT monitor 18" – 24" from your face?	<input type="radio"/>	<input type="radio"/>
Are your eyes parallel with the top of your monitor?	<input type="radio"/>	<input type="radio"/>
Is your screen fresh rate of your monitor at least 60 Hertz?	<input type="radio"/>	<input type="radio"/>
Is there a foot-rest at your work station?	<input type="radio"/>	<input type="radio"/>
More Physical Signs and Symptoms		
Do you get headaches?	<input type="radio"/>	<input type="radio"/>
Do your eyes feel: <input type="radio"/> burning <input type="radio"/> itchy <input type="radio"/> tired <input type="radio"/> watery		
Do you wear contact lenses?	<input type="radio"/>	<input type="radio"/>
Do you wear glasses?	<input type="radio"/>	<input type="radio"/>
How often do you clean your glasses? <input type="radio"/> once a day <input type="radio"/> sometimes <input type="radio"/> frequently <input type="radio"/> rarely <input type="radio"/> not at all		
Do your eyes tire easily?	<input type="radio"/>	<input type="radio"/>
During your workday, do you take frequent breaks?	<input type="radio"/>	<input type="radio"/>
Are your nails from a medium to short length?	<input type="radio"/>	<input type="radio"/>
Have you been diagnosed by a Medical Doctor with 'dry eye syndrome'?	<input type="radio"/>	<input type="radio"/>

Please list hobbies or personal interests that you like to do in your spare time, such as knitting, golfing, tennis, gardening, etc.
