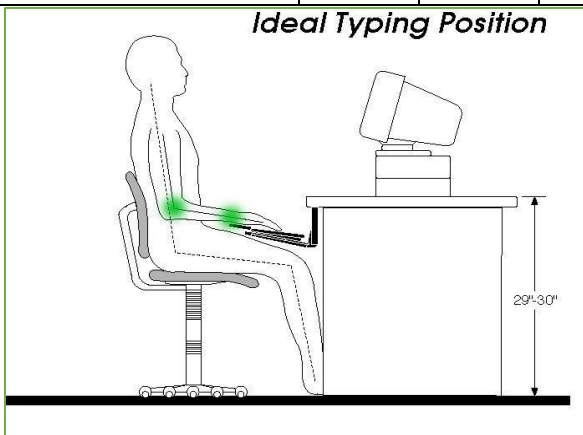


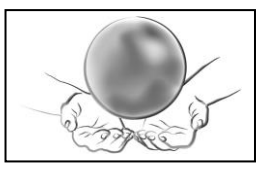
Computer Workstation Ergonomics: Assessment Checklist

The Workstation	Yes	No	Suggested Action	Additional Notes
Can the height, seat, and back of the chair be adjusted to achieve the ideal posture?			Obtain a fully adjustable chair and adjust it according to the picture below.	
Are your feet fully supported by the floor when you are seated?			Lower the chair Obtain a footrest	
Does your chair provide support for your lower back?			Adjust chair back Obtain a proper chair Obtain lumbar roll	
When your back is supported, are you able to sit without feeling pressure from the chair seat on the back of your knees?			Adjust the seat pan Add a back support	
Are you slouched or sitting straight up?			You should be reclined about 100-110°	
Do you use your arm rests during work?			Adjust armrests Remove armrests	
Are your keyboard, mouse, and work surface at elbow height?			Raise/lower workstation Raise or lower keyboard Raise or lower chair Add on a keyboard underlay	
Are frequently used items within easy reach?			Adjust items around your desk Obtain Document Holders	

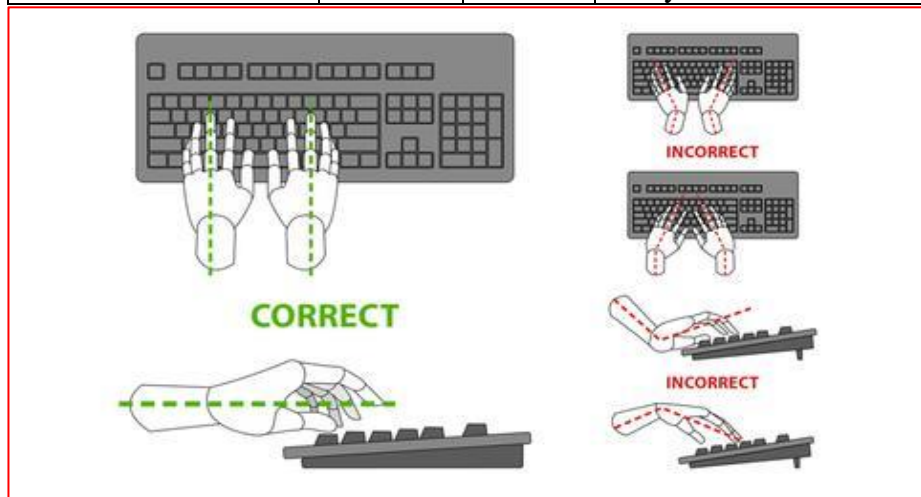


Elbows at 110°
Forward Tilt Chair 110°
Look at the monitor 10-15° below eye level
Use arm rests when not typing to relieve pressure from wrists

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What best describes how you use your computer or laptop/tablet? Circle One		Word Processing Graphic Design Data Entry Web Surfing Games		Additional Notes:
The Computer	Yes	No	Suggested Action	
Do you have a desktop or laptop/tablet?			Do you notice any discomfort when using it?	
Laptop/Tablet Only: Do you have any accessories for the laptop/tablet?			Obtain an external keyboard Obtain a wireless mouse Obtain a laptop stand	
Does typing for long durations hurt your wrists?			Make sure you maintain neutral wrist Explore an ergonomic keyboard “Float Typing”	
Is the mouse comfortable to use?			Explore an ergonomic mouse Make sure you maintain neutral wrist “Shoulder Mousing”	
When doing your work, are your wrists straight and your upper arms relaxed?			Make sure you maintain neutral wrist Relax and don’t type with hiked shoulders	
Do you use wrist rests at work?			“Roll to Rest” intermittently between typing segments	
Do you take breaks aside from your lunch break?			Microbreak: 1-2 min every 20 mins Task Break: 5-10 min every 50-60 mins	



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