**Computer Workstation**

**Ergonomic Self-Assessment**

Take a few minutes to look at your workstation. By answering a few questions, you can self-assess your workstation and help to improve your working posture. If you indicate any adjustments or concerns that cannot be self-corrected with the information provided below, contact the UW-Green Bay Safety Manager.

To understand the best way to set up a computer workstation, it is helpful to understand the concept of neutral body positioning. This is a comfortable working position in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder.

* Hands, wrists, and forearms are straight, in line and roughly parallel to the floor
* Head is level, or bent slightly forward, forward facing, and in line with the torso
* Elbows stay in close to the body and are bent between 90 – 120˚
* Back is fully supported with appropriate lumbar support when sitting upright or leaning back slightly



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| **Item** | **Chair** | **Yes** | **No** | **N/A** | **Suggested Actions** |
| 1 | Can the height, seat and back of the chair be adjusted to achieve the posture outlined below? |  |  |  | * Obtain a fully adjustable chair
 |
| 2 | Are your feet fully supported by the floor when you are seated? |  |  |  | * Lower the chair
* Use a footrest
 |
| 3 | Does your chair provide lumbar support for your lower back? |  |  |  | * Adjust chair back
* Obtain proper chair
* Obtain lumbar roll
 |
| 4 | When seated, are your knees bent at an approximately 90˚ angle? |  |  |  | * Raise/lower chair
 |
| 5 | Is there about 2-3” between front of seat pan and back of knees (are you able to sit without feeling pressure from the chair seat on the back of your knees)? |  |  |  | * Adjust seat pan
* Add a back support
 |
| 6 | Do your armrests allow you to get close to your workstation? |  |  |  | * Adjust armrests
* Remove armrests
 |
| 7 | Are your arms & shoulders relaxed at your sides without interference from chair armrests? |  |  |  | * Remove armrests
 |

| **Item** | **Keyboard and Mouse** | **Yes** | **No** | **N/A** | **Suggested Actions** |
| --- | --- | --- | --- | --- | --- |
| 8 | Are your keyboard, mouse and work surface at your elbow height? |  |  |  | * Raise / lower workstation
* Raise or lower keyboard
* Raise or lower chair
 |
| 9 | Is the keyboard close to the front edge of the desk (allowing space for wrist rest, if used) and aligned with your monitor? |  |  |  | * Move keyboard to correct position
 |
| 10 | When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? *The keyboard should be flat and not propped up on keyboard legs. An angled keyboard may place the wrist in an awkward posture when typing.*  |  |  |  | * Re-check chair, raise or lower as needed
* Check posture
* Check keyboard and mouse height
 |
| 11 | Is your mouse at the same level and as close as possible to your keyboard? |  |  |  | * Move mouse closer to keyboard
* Obtain larger keyboard tray if necessary
 |
| 12 | Do you use a soft palm/wrist rest to minimize contact pressure with hard desk surfaces? *It is important to use these pads for periodic micro-breaks and not as a means of support.* |  |  |  | * Obtain soft wrist rest
* Do not use wrist rest as a means of support while typing
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| **Item** | **Monitor and Work Surface** | **Yes** | **No** | **N/A** | **Suggested Actions** |
| 13 | Is your monitor positioned directly in front of you? |  |  |  | * Reposition monitor
 |
| 14 | Is the top of your monitor at or just below eye level? |  |  |  | * Add or remove monitor stand
* Adjust monitor height
 |
| 15 | Is your monitor and work surface free from glare? |  |  |  | * Adjust overhead lighting
* Cover windows
* Obtain antiglare screen
 |
| 16 | Are frequently used items within easy reach? |  |  |  | * Rearrange workstation
 |
| 17 | If you use a document holder, is it placed either beside the screen or between the screen and keyboard? |  |  |  | * Obtain document holder if needed
* Position it appropriately
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| 18 | If you spend more than an hour a day in combined computer and phone work, do you use a headset? |  |  |  | * Obtain headset
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| **Item** | **Breaks** | **Yes** | **No** | **N/A** | **Suggested Actions** |
| 19 | Do you take micro-breaks every 20 - 30 minutes? (walking, stretching) |  |  |  | * Set reminders to take breaks
 |
| 20 | Do you take regular eye breaks from looking at your monitor? |  |  |  | * Refocus on distant object every 30 minutes
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