

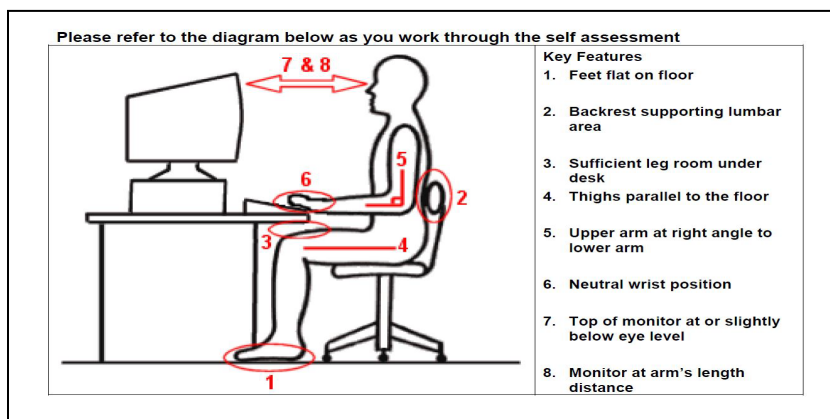
Computer Workstation

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 (Jill Fermanich at ext. 2273 or fermanij@uwgb.edu).

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, 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



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?				<ul style="list-style-type: none"> • Obtain a fully adjustable chair
2	Are your feet fully supported by the floor when you are seated?				<ul style="list-style-type: none"> • Lower the chair • Use a footrest
3	Does your chair provide lumbar support for your lower back?				<ul style="list-style-type: none"> • Adjust chair back • Obtain proper chair • Obtain lumbar roll
4	When seated, are your knees bent at an approximately 90° angle?				<ul style="list-style-type: none"> • 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)?				<ul style="list-style-type: none"> • Adjust seat pan • Add a back support
6	Do your armrests allow you to get close to your workstation?				<ul style="list-style-type: none"> • Adjust armrests • Remove armrests
7	Are your arms & shoulders relaxed at your sides without interference from chair armrests?				<ul style="list-style-type: none"> • Remove armrests

Item	Keyboard and Mouse	Yes	No	N/A	Suggested Actions
8	Are your keyboard, mouse and work surface at your elbow height?				<ul style="list-style-type: none"> • 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?				<ul style="list-style-type: none"> • Move keyboard to correct position
10	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? <i>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.</i>				<ul style="list-style-type: none"> • 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?				<ul style="list-style-type: none"> • 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? <i>It is important to use these pads for periodic micro-breaks and not as a means of support.</i>				<ul style="list-style-type: none"> • Obtain soft wrist rest • Do not use wrist rest as a means of support while typing

Item	Monitor and Work Surface	Yes	No	N/A	Suggested Actions
13	Is your monitor positioned directly in front of you?				<ul style="list-style-type: none"> • Reposition monitor
14	Is the top of your monitor at or just below eye level?				<ul style="list-style-type: none"> • Add or remove monitor stand • Adjust monitor height
15	Is your monitor and work surface free from glare?				<ul style="list-style-type: none"> • Adjust overhead lighting • Cover windows • Obtain antiglare screen
16	Are frequently used items within easy reach?				<ul style="list-style-type: none"> • Rearrange workstation
17	If you use a document holder, is it placed either beside the screen or between the screen and keyboard?				<ul style="list-style-type: none"> • Obtain document holder if needed • Position it appropriately
18	If you spend more than an hour a day in combined computer and phone work, do you use a headset?				<ul style="list-style-type: none"> • Obtain headset

Item	Breaks	Yes	No	N/A	Suggested Actions
19	Do you take micro-breaks every 20 - 30 minutes? (walking, stretching)				<ul style="list-style-type: none"> • Set reminders to take breaks
20	Do you take regular eye breaks from looking at your monitor?				<ul style="list-style-type: none"> • Refocus on distant object every 30 minutes