

UNIVERSITY AT ALBANY
Office of Environmental Health & Safety
Computer Workstation Checklist

NAME: _____ DATE: _____
TITLE: _____ WORK LOCATION: _____

<u>Lighting and Glare</u>	Yes	No
Can you see the reflection of windows or lights on the screen?*		
Is it very bright directly overhead?*		
Is task light available for reading documents?		
Is your computer screen clean and free of flickering?		
Do the windows have shades, blinds, shutters, curtains, etc that can be used to reduce glare?		
<u>Chair</u>		
Is your chair easily adjustable for seat height (16-20.5") and angle (+/-5 degrees)?		
Does the height allow you to comfortably place your feet flat on the floor or a footrest?		
Can you adjust the chair backrest to move up and down?		
Does the chair have a backrest that provides adjustable lumbar support (6-10" from the seat pan. Should have 1-2" protrusion that is adjustable)?		
Does the chair have seat pan lengths (15 to 17") with a waterfall design available?		
Does seat pan push against the back of the lower leg behind the knee?*		
Arm rests, if present, do they allow you to assume a comfortable position and to: (a) relax the shoulders and arms in a position close to the body (b) operate the keyboard at approximately elbow height (c) put the hands, wrists and forearms in a straight line approximately parallel to the floor (d) move as close as desired to the keyboard, and (e) easily reach primary work materials and accessories		
Does the chair have 5 legs and non-slip and moisture absorbent upholstery?		
Is the chair able to swivel?		
<u>Desk and Table</u>		
Is the topmost line of the monitor slightly below your eye level when you are in an upright position?		
Is there enough clearance for the feet, knees, and legs relative to edge of the work surface?		
Is there enough space on the desk to hold all needed input devices (e.g., keyboards, mouse, trackball), task materials and related accessories?		
Are the input devices, primary work materials and frequently used accessories positioned in front of you on the work surface?		

<u>Keyboard/Keyboard Tray</u>	Yes	No
Does the keyboard rest on height adjustable (23-28") and slope adjustable tray?		
Is the keyboard at a height so that your elbows are at your side, and the forearms, wrists and hands are in a straight line approximately parallel to the floor?		
Is the keyboard positioned (i.e., angled) so that keystroking can be performed with the wrist, hands, knuckles and fingers in a relaxed, natural (neutral) position?		
Keyboard tray, if present, is the tray high enough underneath so that it does not contact the top of your legs whenever you are sitting at the computer with your feet flat on the floor or on a footrest?		
Are your input devices (mouse, trackball, etc) positioned on the work surface at approximately the same height and distance from your keyboard?		
<u>Computer Accessories</u>		
Is document holder available for you, if needed?		
Is the document holder positioned so that reading material is at approximately the same height and at the same distance from you as the computer monitor?		
Is a wrist rest with soft padding available?		
Is a footrest available, if needed?		
If your job requires you to answer the telephone frequently, is a telephone headset available to you?		
<u>Eyewear</u>		
Are your reading glasses the correct prescription for computer work?		
Is the monitor placed 18-24" from you eyes?		
Is the image on the monitor clear?		
Are the words/data on the monitor big enough to be easily read?		
<i>*A "Yes" answer here is not desirable.</i>		