Computer Workstation Ergonomics: Self-Assessment Checklist

The goal of this self-assessment is to help you set up your workstation for optimal comfort and performance. For more information, refer to the <u>National Institutes of Health, Office of Research Services, Division of Occupational Health and</u> <u>Safety website</u>.

Item The Office Chair Yes No N/A

				Adjust seat pan Add a back support
5.	Do your armrests allow you to get close to your workstation?			Adjust armrests Remove armrests

Item	Keyboard and Mouse	Yes	No	N/A	Suggested Actions
6.	Are your keyboard, mouse and work surface at your elbow height?				Raise / lower workstationRaise or lower keyboardRaise or lower chair
9.	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? The keyboard should be flat and <u>not</u> propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.				Re-check chair, raise or lower as neededCheck posture



Item Accessories

