Occupational Safety and Health at Seattle Colleges has developed this checklist to enable employees to self-assess their workstation and look for possible ergonomic issues that may need correction. This checklist is intended to be an initial resource and also serve as a periodic reminder to reinforce good habits and proper workstation configuration.

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| **GOAL** | | **YES** | **NO** |
| **WHEN SITTING** | | | |
| 1 | Is the chair height adjusted so that your feet rest comfortably flat on the floor or footrest, with your knees just slightly lower than the hips? |  |  |
| 2 | Look at the depth of the seat pan. Is there a small gap (2 to 4 inches) between the back of your legs and the front edge of the seat pan? |  |  |
| 3 | Does the curve of the back of the chair fit into your low back? |  |  |
| 4 | Does the back of the chair tilt? Is it adjusted to allow you to sit comfortably in a neutral or slightly reclined position? |  |  |
| 5 | With your shoulders relaxed, are the armrests slightly below your elbows, and do your arms hang comfortably at your sides? |  |  |
| 6 | Can you get your chair close enough to your keying, mousing, or writing surfaces without reaching? |  |  |
| **WHEN KEYING** | | | |
| 7 | With your shoulders relaxed and your fingers curved, is the home row of keys at the same height as your elbows or slightly below your elbows? |  |  |
| **WHEN POSITIONING THE CURSOR WITH A POINTING DEVICE** | | | |
| 8 | Is the pointing device positioned close to the keyboard? |  |  |
| **WHEN ORGANIZING THE WORK SURFACE** | | | |
| 9 | Are you able to use your work surface and equipment without over-reaching or using awkward postures? |  |  |
| **WHEN VIEWING THE MONITOR** | | | |
| 10 | Is it in front of you with the top line of print at or below eye level or even lower if you wear bifocal, trifocal, or progressive lenses; AND are you able to scan the screen from top to bottom using only eye movements, not head movements? |  |  |
| 11 | Can you sit against the back of your chair and read the monitor screen from a comfortable distance (about an arm’s-length) without experiencing eye fatigue, blurred vision, or headaches? |  |  |
| 12 | Is the monitor screen free of glare? |  |  |
| **WHEN READING A DOCUMENT** | | | |
| 13 | Is the document off the flat work surface and at the same distance as the monitor screen? |  |  |