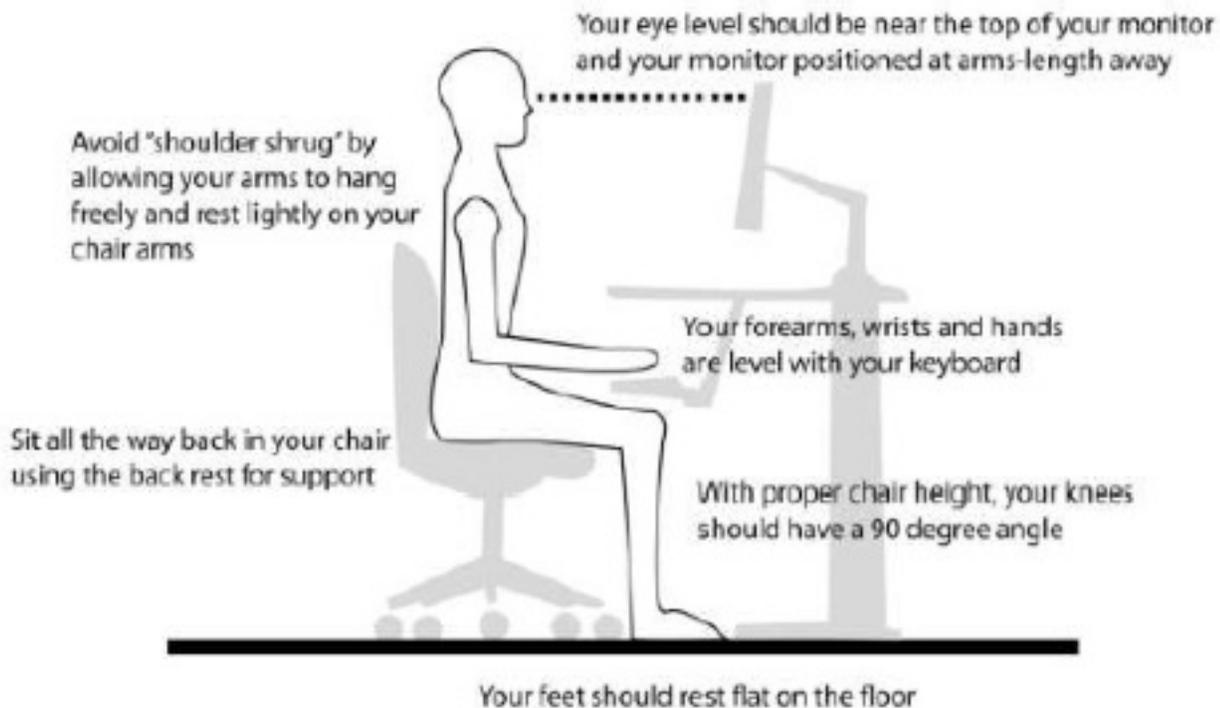


# Ergonomics: *Computer Workstation Assessment Guide*

**THE FIRST STEP** to identifying if your employees have ergonomic risks is evaluating their workstations. This packet has been put together as a guide to conducting an ergonomic assessment at computer workstations. When using this guide, it is important to remember that not every person is the same, and some employees may need different equipment than others. Slight variations in postures are acceptable, and not every solution will work for every person. Sometimes, trial and error is necessary.

If, at any time while conducting an assessment, you feel as though you need additional assistance Montana State Fund Safety Management Consultants are available.

## Ergonomic Computer Workstation Setup



## COMPUTER WORKSTATION SETUP

1. Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line parallel to the floor.
2. When typing elbows should be at a 90-degree angle.
3. If you rest your wrists when typing, use a cushioned wrist rest.
4. Keep your mouse close to the keyboard and at the same level.
5. Place the monitor directly in front of the keyboard.
6. Position the top of the screen at eye level and about an arm's length away.
7. Maintain a proper posture having a 90-degree angle at the hips and knees while feet are supported by the floor or footrest.
8. Backrest on chair should be adjustable and provide support to the entire back, especially the lumbar region.
9. Use a document holder placed close to the monitor to reduce strain on your neck and eyes.
10. Allow for ample foot and legroom under your workstation.
11. Reduce glare on your screen by tilting the monitor, using window blinds or using a glare screen.
12. Sit with head and neck in upright position, even while on the telephone. Use a headset.
13. Take frequent micro-breaks during work.

## ASSESSMENT GUIDE

<b>Employee:</b>	<b>Evaluator:</b>		<b>Date:</b>
<b>POSTURE</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. Feet rest flat on floor or supported by a footrest.			
2. Thighs are parallel to floor and knees equal or slightly higher than the hips.			
3. Upper arms hang comfortably and elbows are close to torso.			
4. Spine in natural "S" curve.			
5. Forearms are parallel to floor.			
6. Wrists are in a neutral posture.			
7. Shoulders appear relaxed when performing data input.			
8. Ears over shoulders when viewing monitor.			
9. Head, neck and trunk face forward, not rotated.			
10. Frequent reaching over 20 inches.			
<b>SEATING</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
11. Seat pan adjusts up and down.			
12. Seat pan has a positive and negative tilt adjustment.			
13. Back rest is adjustable and provides lumbar support.			
14. Armrests are properly adjusted.			

**ASSESSMENT GUIDE** (Continued)

<b>Employee:</b>	<b>Evaluator:</b>		<b>Date:</b>
<b>KEYBOARD / INPUT DEVICE</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
15. Input device (mouse/trackball) is on the same plane as keyboard.			
16. Input device (mouse or trackball) is located next to keyboard so it can be operated without extended reaching.			
17. Wrists and hands do not rest on sharp or hard edge.			
<b>MONITOR</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
18. Monitor is in a position so employee is able to read it without bending head or neck down/back.			
19. Monitor distance is 18" to 22" and allows employee to read screen without leaning head, neck or trunk forward/backward.			
<b>ENVIRONMENT</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
20. Is there exposure to indirect glare?			
21. Is task lighting provided? If not, is it necessary?			
22. Are there space constraints?			
23. Other.			
<b>ACCESSORIES</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
24. Document holder, if provided, is stable and large enough to hold documents that are used.			
25. Document holder, if provided, is placed at about the same height and distance as monitor screen so there is little head movement when employee looks from document to screen.			
26. Wrist rest, if provided, is padded and free of sharp and square edges.			
27. Wrist rest, if provided, allows employee to keep forearms, wrists and hands straight and parallel to ground when using keyboard/input device.			
28. Is telephone headset in use? If not, is it needed?			
<b>BEHAVIORIAL / WORK ISSUES</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
29. Are VDT tasks organized in a way that allows employee to vary VDT tasks with other work activities, or to take microbreaks or recovery pauses while at the VDT workstation?			
30. Poor posture due to habits?			

**Comments:**

**Recommendations:**

*Montana State Fund provides safety management services to employers and their employees, including occupational safety assessments, which may include ergonomic assessments of work stations. These assessments and recommendations do not constitute and are not intended to constitute medical advice or mean or imply that any employee has a physical condition that may be a compensable workers' compensation claim. We cannot guarantee that our survey will result in a safe and healthy work environment.*