



Workstation Assessment Checklist

Name:

Area:

Date:

COMPONENT	YES	NO	RECOMMENDATIONS	COMPLETED
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CHAIR

- Adjustable for height
- Feet are flat on floor or footrest
- Lower back supported
- Forearm(s) horizontal, wrists neutral
- Upper arm(s) close to body

KEYBOARD

- Wrist(s) in neutral/relaxed position
- Wrist(s) and forearm(s) supported

VDT DISPLAY SCREEN

- Top of screen near eye level
- Eye to screen is 18" - 24"
- Display screen is glare-free
- Screen is directly in front of keyboard

DOCUMENT HOLDER

- Close to display screen
- Same distance, angle and height as screen

MOUSE/PAD

- Positioned at same height as keyboard
- Wrist in neutral/relaxed position
- Provides wrist/forearm support

OTHER

Power Positions of the Body

- Wrists Neutral or straight position.
- Elbows Flexed at 90 degrees. Reaching no greater than 20 degrees away from body. Never reach behind shoulder level.
- Hips & Knees Flexed at 90 degrees. Feet flat on the floor.
- Back Sit with back against chair (chair test will help). When standing, stagger feet and/or put one foot up, alternating with the other.

Click to clear form

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