

**Computer Workstation
Self-Audit Checklist**

Building _____ Room _____ Supervisor _____ Date _____

Audit Performed by _____

	Y	N	NA	COMMENTS
A. Body Position				
1. Head is directly over shoulders				
2. Shoulders are relaxed				
3. Elbows are at 90° angle resting comfortably at side				
4. Wrists are straight, floating over wrist rest				
5. Knees are at 90° angle or greater				
6. Feet flat on floor or supported by footrest				
B. Workstation				
1. Work surface area is adequate for computer and materials				
2. Keyboard and mouse are directly in front of the operator				
3. Keyboard and mouse are at comfortable height				
4. Monitor is placed arm's length away from and directly in front of operator				
5. Top of monitor screen is slightly below eye level				
6. Chair has adjustable height and seat back				
7. Seat back is adjusted to support lumbar region of back				
8. Document holders are used to position documents close to monitors				

Key to Computer Workstation Self-Audit Checklist

A. Body Position

1. Self-explanatory.
2. Self-explanatory.
3. Elbows and upper arms should be resting comfortably at side.
4. Wrists should not be bent in any direction. Do not rest wrists on wrist pad while typing.
5. Self-explanatory.
6. Proper foot support also provides stability and support for the lower legs.

B. Workstation

1. There should be sufficient space for all computer components and materials that are needed on the work surface.
2. Self-explanatory.
3. The recommended height favors a neutral posture as described in part A. This is usually between 23 and 28 inches.
4. A monitor placed too close may result in unnecessary eye fatigue.
5. The monitor may be placed lower to suit individual preference. A monitor placed too high may cause neck and eye discomfort.
6. Self-explanatory.
7. While seated, the lower back should be supported for maximum comfort and to minimize back strain and fatigue.
8. Placing the document at the same level and distance as the monitor screen can minimize eye, neck and shoulder strain.

Y	N	NA	COMMENTS
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C. Glare Reduction			
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1. Screen contrast and brightness are adjusted				
2. Screen is positioned away from or at right angles to windows				
3. Screen is tilted down slightly to reduce glare from overhead lighting				
4. Lamps and other lighting are positioned to minimize glare				
5. Window coverings are adjusted to reduce glare from outside light				

Key to Computer Workstation Self-Audit Checklist

C. Glare Reduction

1. Self-explanatory.
2. Daylight can cause annoying glare if windows are behind the monitor or behind the operator.
3. Overhead lighting can also reflect off the screen if the monitor is tilted up too far.
4. Sometimes just moving a lamp can eliminate a source of glare.
5. Self-explanatory.