Office Workstation Self-Assessment Form

This worksheet provides a framework for conducting a systematic review of your workstation to insure that it meets recommended guidelines set forth by Pace University EH&S. Use this guide to help identify issues with your work station and make appropriate adjustments. Contact EH&S with any questions.

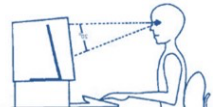| Item	Response	If No, Suggested Action
Chair		
Are you familiar with possible chair adjustment mechanisms?	◯ Yes ◯ No	Reference the user manual or manufacturer's website for information on adjusting the settings for the chair. Adjust settings to meet comfort needs.
Is chair seating height appropriate?	◯ Yes ◯ No	Adjust height so feet are flat on floor or comfortably on a footrest (if needed). Thighs should be close to parallel with the ground with your hips and knees at the same height.
Does the chair provide lumbar (lower back) support?	◯ Yes ◯ No	Adjust the backrest position to 6-10" above the seat and forward 1-2" to allow for the backrest to make contact with the small curve in your lower back.
Does the chair allow for sufficient space between the front of the chair and the back of the knee?	◯ Yes ◯ No	The seat pan should be 15-17" to prevent contact with the back of the knee. Adjust the seat back in or out accordingly.
Are armrest (if present) set in a comfortable position?	◯ Yes ◯ No	Upper arms should be kept in line with the torso, perpendicular with the floor and kept close to the body. Raise or lower the armrests accordingly.

Item	Response	If No, Suggested Action
Keyboard & Mouse		
Are the keyboard and mouse kept at the same height as the elbows?	◯ Yes ◯ No	Forearms, wrists, and hands to be straight and in-line (forearm at about 90 degrees to the upper arm). Adjust the keyboard height or seat height to maintain a neutral wrist posture.
Is the keyboard positioned directly in front of you?	◯ Yes ◯ No	Adjust workstation configuration so the keyboard is directly in front of body.
Is the mouse placed as close to the keyboard as possible?	◯ Yes ◯ No	Adjust workstation configuration.

		Obtain a palm/wrist rest. The
Do palm of hands and wrists avoid contact with hard or sharp edges when resting?	◯ Yes ◯ No	palm rests should be used for "micro-breaks" and not as a support while typing or using a mouse.

Monitor

Is the top third of the monitor at or slightly below eyelevel?	◯ Yes ◯ No	Adjust height of monitor or obtain a monitor stand/riser.
If wearing bifocals, is the monitor set lower to prevent bending of head?	◯ Yes ◯ No	Lower monitor.
Can the monitor be read without tilting your head forward or backwards?	◯ Yes ◯ No	Adjust angle of the monitor.
Is the monitor positioned directly in front of you?	◯ Yes ◯ No	Adjust configuration so the keyboard is directly in front of the body to prevent unnecessary twisting or turning. The monitor should be squared with the keyboard and directly in front of you.
Is the screen positioned about an arm length from the body (18-24")?	◯ Yes ◯ No	Move monitor back/forward or move chair back/forward.
Are glare and other reflections minimized on the screen?	◯ Yes ◯ No	Move the monitor so it is at 90° from window, cover windows, use glare screen, etc.
Is the screen clean?	◯ Yes ◯ No	Regularly clean your screen.
Is the image on the monitor clear?	◯ Yes ◯ No	Make adjustments to brightness, resolution, and etc. in control panel or on monitor directly.
Are the words and images on the screen large enough to be easily read?	◯ Yes ◯ No	Adjust font to larger size to reduce eye strain.

Desk/ Workstation

Is there sufficient clearance under desk for feet, knees, and legs under the desk?	◯ Yes ◯ No	Rearrange under desk storage; adjust seat height.
		Reposition frequently used items.

Are frequently used items located in close proximity?	◯ Yes ◯ No	

Workstation Accessories

If working off paper documents, do you use a document holder when using your computer?	◯ Yes ◯ No	Use a document holder to read printed materials while doing computer tasks.
If using a document holder, is it positioned in close to the monitor?	◯ Yes ◯ No	Position the document holder at about the same height and distance as the monitor.
Is lighting sufficient?	◯ Yes ◯ No	If lighting is low and work involves reading documents, obtain a low glare task light.

Phone

Is the phone positioned close to your workstation to avoid twisting and overreaching when answering and making calls?	◯ Yes ◯ No	Move phone closer to work area.
If you use your phone for extended periods of time, do you use a headset or speakerphone?	◯ Yes ◯ No	Avoid awkward postures like holding the phone between your head and shoulder. Headsets also allow for easier handling of documents when on the phone.