

WORK STATION CHECKLIST

Mark '✓' in Inspection Boxes if OK

Mark 'X' in every box requiring attention

Mark 'N/A' if not applicable

Inspection Date		Name of Inspecting Person (Print)		Work Station Failings / Notes	
Inspection Time		Work Station / Work Area			
WORK STATION		Is there room for the operator to adjust knee and hip angles for comfort?			
		Is a footrest available if required?			
		Is there room for the operator to clearly move arms and hands around?			
		Is a wrist rest available if required?			
WORK AREA		Is there enough clearance for feet, knees and legs relative to the work surface?			
		Is there sufficient space for the thighs between the seat and work surface?			
		Are arm rests provided on the chair?			
		Are headsets required and available?			
CHAIR		Is the chair easily adjustable from the seated position?			
		Does the chair have a padded seat pan?			
		Is the seat approx. 18 inches wide?			
		Does the seat have lumbar support?			
		Does the chair have a stable base, including casters, that is appropriate for the flooring?			
		Does the chair have an appropriate seat pan length and a waterfall design?			
		Is the seat pan adjustable in height and angle?			
KEYBOARD		Is the keyboard angle adjustable?			
		Is the height of the keyboard from the floor adjustable?			
		Is the keyboard prevented from slipping when in use?			
		If connected, is the keyboard detachable?			
		Are other input devices at the same height as the keyboard?			
SCREEN / MONITOR		Is the screen clean and free from flickering?			
		Is the screen adjustable horizontally and vertically?			
		Does the screen position allow the head to remain in a neutral posture?			
		Is the screen between 18 - 30 inches from the operator?			
		Is the screen height so that the top line of text is level with or just below eye level?			
		Is the screen free from glare from lights or windows?			
		Does the screen have brightness and contrast controls?			
JOB		Are workers able to change posture frequently?			
		Can workers perform different tasks other than keying?			
		Are workers able to leave their workstation at appropriate intervals?			
		Have workers been trained in ergonomics and how to adjust their workstations?			

Work Station
 O.K. Unsafe
 4 As necessary

Signature of Inspecting Person

Job Title of Inspecting Person