

Computer Workstation Evaluation Form

- 1) Have a friend take 3 Full Body Photographs of you seated at your computer workstation – a 2 SIDE VIEWS (1 using the keyboard; 1 using the mouse) and a BACK VIEW

Look at the pictures – Does anything look awkward or uncomfortable?

Think about how you feel in your workstation. Do particular places feel awkward or uncomfortable?

- 2) Answer the following questions:

#	Diagnostic Question	YES/NO		Video
Q1	Is your chair height adjusted so your feet are flat on the floor (or on a footrest) with your back supported by the backrest?	YES	NO	Chair, Adjust
Q2	With your back against the backrest, do the back of your knees extend at least 3 finger widths past the front edge of your chair seat?	YES	NO	Chair, Adjust
Q3	Do you have enough space between the top of your thighs and the computer table/keyboard platform	YES	NO	Chair, Adjust
Q4	Is the space under the desk long enough to accommodate your leg length?	YES	NO	Chair, Adjust
Q5	Is the chair seat a comfortable width for you?	YES	NO	Chair, Adjust
Q6	Does the back rest support your entire back?	YES	NO	Chair, Adjust
Q7	Are the height of the armrests such that your arms rest comfortably on them when they are relaxed at your sides with your elbows bent at approximately 90 degrees?	YES	NO	Chair, Adjust
Q8	Is the height of your keyboard low enough so that your arms are relaxed at your sides with the elbows bent at approximately 90 degree?	YES	NO	Keyboard, Adjust
Q9	Is the height of the input device low enough so that your arms are relaxed at your sides?	YES	NO	Mouse, Adjust
Q10	Is the input device positioned as close to your body as the keyboard?	YES	NO	Mouse, Adjust
Q11	Is the viewing distance from your eyes to the monitor screen at your arm's length away (closed fist)?	YES	NO	Adjust
Q12	Is the monitor positioned in front of your, so that you do not have to turn your head or neck to view it?	YES	NO	Adjust
Q13	Is the monitor positioned so that the top of the monitor is about eye level?	YES	NO	Adjust
Q14	Is the computer table large enough to accommodate work objects, and allow you to write or perform tasks other than computer use?	YES	NO	Desk, Adjust
Q15	Have you removed all under computer table obstructions?	YES	NO	Desk, Adjust
Q16	Do you wear bifocals?	YES	NO	Bifocals
Q17	Do you use a laptop as your work computer?	YES	NO	Laptop

- 3) Did you answer “No” to any question? this indicates that you may have a problem with your workstation set-up. (except Question 16 and 17 – where a “yes” answer indicates a potential issue).

Watch the appropriate video segment for some thoughts about adjusting your workstation. The segments about each type of computer equipment discuss different options for that equipment, while the segment titled Adjustment provides some tips on changes you can make to the workstation set-up so that it will fit you better.