

Computer Workstation Checklist	
Date _____	Workstation _____
Inspector(s) _____	
✓ Satisfactory ✗ Unsatisfactory, requires attention	
Item	Inspect For...
Keyboard	<input type="checkbox"/> space bar not higher than 6.5 cm (2.5 in) above work surface <input type="checkbox"/> directly in front of operator (if used primarily for text entry) <input type="checkbox"/> detachable and moveable <input type="checkbox"/> forearm and upper arm form 80°-100° angle with upper arm almost vertical <input type="checkbox"/> wrist relaxed, not bent <input type="checkbox"/> wrist rests provided
Monitor	<input type="checkbox"/> top of screen is about eye level <input type="checkbox"/> viewing distance is 30-60 cm. (12 in. to 24 in.) <input type="checkbox"/> free of glare or shadows <input type="checkbox"/> sharp, easy-to-read images that do not flicker <input type="checkbox"/> located away from, or at 90° angle to windows
Chair	<input type="checkbox"/> adjusted to make height suitable for the individual and work surface <input type="checkbox"/> adjusted so no pressure on backs of legs <input type="checkbox"/> adjusted so feet flat on floor (or foot rest used) <input type="checkbox"/> 5 wheels or casters (suitable for floor surface)