Environmental Health & Safety Office

GEORGE MASON UNIVERSITY

Workstation Ergonomics Assessment Checklist

The following checklist can be used to determine whether or not your workstation is ergonomically proper. If you answer "No" to any of the following items, we recommend that you contact us at 703-993-8448 or safety@gmu.edu to schedule a full ergonomic evaluation.

1. Workstation ensures proper work posture, such as:	YES	NO
Head and neck are upright or nearly so (not bent down/back).	☐	☐
Head, neck, and body are facing forward (not twisted).	☐	☐
Shoulders/upper arms are in line with torso, perpendicular to the floor and relaxed (not elevated or stretched forward).	☐	☐
Upper arms/elbows are close to the body (not extended outward).	☐	☐
Forearms, wrists, and hands are straight and parallel to the floor.	☐	☐
Wrists and hands are straight (not bent up/down or sideways toward the little finger).	☐	☐
Body is perpendicular to floor (may lean back into backrest but not forward).	☐	☐
Thighs are parallel to the floor and lower legs are perpendicular to floor (thighs may be slightly elevated above knees).	☐	☐
Feet are resting flat on the floor or supported by a stable footrest.	☐	☐

2. Workstation ensures proper seating, such as:	YES	NO
Backrest that supports the lower back (lumbar area).	☐	☐
Seat width and depth to accommodate the specific user (petite, regular, or large).	☐	☐
Padded seat with a rounded front (no sharp edges).	☐	☐
Seat front that does not press against back of knees and/or lower legs.	☐	☐
Armrests, if used, support both forearms and do not interfere with movement.	☐	☐
Easily adjustable parts (arms, height, reclining).	☐	☐

3. Keyboard/mouse designed or arranged for doing computer tasks so the:	YES	NO
Platform/desktop is stable and large enough to hold keyboard and mouse.	☐	☐
Work surface on which the keyboard is located is adjustable.	☐	☐
Mouse is located right next to keyboard to limit reaching.	☐	☐
Mouse size and shape fits employee's hands.	☐	☐
Keyboard and mouse actions require minimal force.	☐	☐
Wrists and hands do not rest on sharp or hard edges.	☐	☐
Wrist/palm rest, if provided, is padded and free of sharp or square edges that push on employee's wrists	☐	☐
Wrist/palm rest, if provided, allows employee to keep forearms, wrists, and hands straight and in-line when using the keyboard/mouse.	☐	☐

4. Monitor designed or arranged for computer tasks so the:	YES	NO
Top of the screen is at or below eye level to prevent bending head or neck.	☐	☐
Monitor distance allows employee to read the screen without leaning head, neck, or trunk forward/backward.	☐	☐
Monitor position is directly in front of employee so employee does not have to twist head or neck.	☐	☐
Glare and reflections are avoided on the monitor.	☐	☐
User with bifocals/trifocals can read screen without bending the head or neck.	☐	☐

5. Work area designed or arranged for doing computer tasks so the:	YES	NO
Thighs have sufficient clearance space between the top of thighs and desk/keyboard platform.	☐	☐
Legs and feet have sufficient clearance space under the work surface so the employee is able to get close enough to the keyboard/mouse.	☐	☐
Document holder, if provided, is stable and large enough to hold documents.	☐	☐
Document holder, if provided, is placed at about the same height and distance as the monitor screen so there is little head movement, or need to re-focus when employee looks from the document to screen.	☐	☐
Telephone can be used with the employees head upright and shoulders relaxed if employee does computer tasks at the same time.	☐	☐

6. General	YES	NO
Workstation and equipment have sufficient adjustability to ensure safe working postures.	☐	☐
Employee can make occasional changes in posture while performing computer tasks.	☐	☐
Computer workstation, components, and accessories are maintained in serviceable condition and function properly.	☐	☐
Computer tasks are organized in a way that allows for micro-breaks or pauses.	☐	☐

Office Location (Building/Room): _____

Employee Name: _____ **Date Completed:** _____