

Self Assessment

Name _____ Date _____

JOB DESCRIPTION

Estimate percent of time spent

Reading:

Writing:

Computer:

Telephone:

Other (meetings, filing, stapling, copying):



Concerns/Issues:

| CHAIR/SEATING | SAFE: Yes | AT RISK: No |
|--|---------------------|-----------------------|
| 1. Hips positioned at the back of chair with hips slightly higher than knees? | | |
| 2. Upright seated posture with adequate back support? | | |
| 3. Feet flat on floor or footrest with 2-3 fingers width between back of knees and front edge of seat pan? | | |
| 4. Easy to maneuver chair within work area? | | |
| 5. Is chair comfortable? | | |
| 6. Clearance underneath desk for legs/feet? | | |
| MONITOR | | |
| 1. Height: eyes level with top 20% screen so it can be read without extending head/neck backwards? | | |
| 2. Distance: approximately arms length from midline of body (approx.18-28")? | | |

| MONITOR | SAFE: Yes | AT RISK: No |
|---|---------------------|-----------------------|
| 3. Alignment: Is monitor directly in front of keyboard and chair when performing computer tasks so body, head and neck do not twist? | | |
| 4. Is monitor screen easy to read? Clean? Glare-free? | | |
| 5. Adequate lighting? | | |
| KEYBOARD & MOUSE | | |
| 1. Are wrists in a neutral (relatively straight) position while mousing and keyboarding? | | |
| 2. Are shoulders relaxed with elbows close to sides while keyboarding and mousing (not stretched forward or out to side)? | | |
| 3. Is there contact pressure at wrists or elbows during computer use from wrist rest or armrest of chair? | | |
| 4. Is input device (mouse or trackball) beside keyboard so it can be operated without reaching? | | |
| 5. Can mouse be controlled via shoulder motion rather than wrist/hand? | | |
| GENERAL WORKSTATION SET-UP | | |
| 1. Are frequently used items within easy reach such as mouse, telephone and keyboard? | | |
| 2. Can telephone be used without bending head to the side or elevating shoulders when writing or using computer? Headset needed? | | |
| 3. Is there a separate area for writing that does not involve reaching? | | |
| 4. Is document holder (if used) at same height and distance as monitor screen so neck strain does not result? Is it large enough to hold documents? | | |
| 5. Is the height of desk approximately elbow height when the chair is adjusted (standard 28-30") | | |

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