

WORKPLACE CHECKLIST

Computer

Top surface of the keyboard space bar (or bottom row of keys) is no higher than 6.5 cm above the work surface

During keyboard use, the forearm and upper arm form an angle of 80-100 degrees, with the upper arm almost vertical. The wrist is relaxed and not bent. Wrist rests are available.

If used primarily for text entry, keyboard is directly in front of the operator.

If used primarily for data entry, keyboard is directly in front of the keying hand.

Keyboard is detached and moveable.

Top of the screen is about eye level.

Viewing distance is 30 to 60 cm (12 to 24 inches).

Screen is free of glare or shadows.

Images on the screen are sharp, easy to read and do not flicker.

Chair

Chair has wheels or castors suitable for the floor surface.

Chair swivels.

Backrest is adjustable for both height and angle.

Backrest supports the inward curve of the lower back.

Chair height is appropriate for the individual and the work surface height.

Chair is adjusted so there is no pressure on the backs of the legs, and feet area flat on the floor or on a foot rest.

Chair is adjustable from the sitting position.

Chair upholstery is a breathable fabric.

Footrests are used if feet do not rest flat on the floor

Work Surface

Work surface height is adjustable

Leg room is sufficient to change position of legs without getting up.

Work surface is large enough to hold work materials.

Commonly used items are close to and in front of the operator.

Infrequently used items are stored.

Visual environment

Lighting does not produce glare or shadows on the screen.

Lighting allows workers to easily read characters on the screen and source document.

Wall color is neutral and not too bright.

Shiny surfaces and objects are covered and removed.

Windows have blinds or curtains to prevent glare.

Computers are located away from the windows, or screens are at a 90 degree angle to windows.

Ceiling fluorescent lights are oriented lengthwise to the sides of the computer.

Room lighting is uniform and slightly dimmer than usual office lighting.

Adjustable task lights are available over source documents.