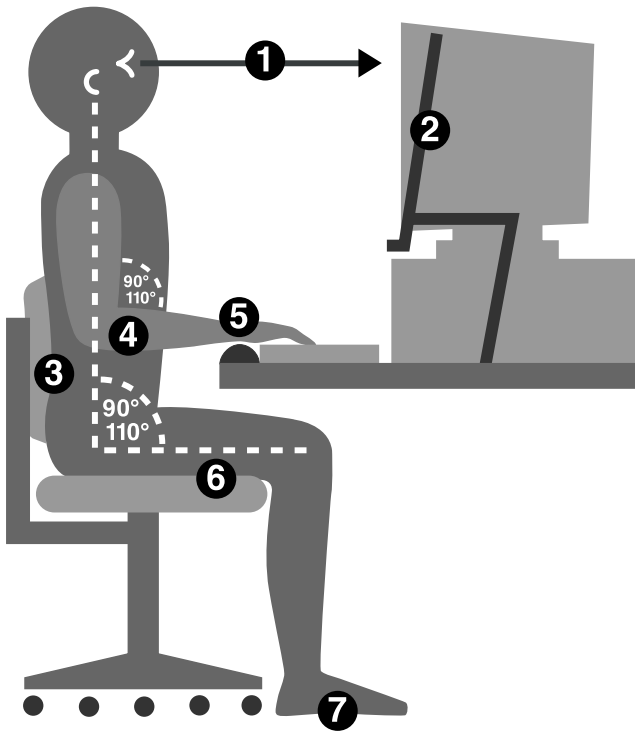


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Instructions: Using this checklist is one way to identify, analyzed, and control Musculoskeletal Disorders (MSD). Refer to the Computer Workstation Design Guidelines and Desk Stretches for additional information and to help make appropriate adjustments to your workstation.

	FINDING (circle one)			Notes
Chair				
1. Is the chair adjusted so that your hips are slightly higher than your knees with your feet touching the floor?	Yes	No	NA	_____
2. Is the seat depth such that there is a fist distance in between the front of the seat and the back of the knee?	Yes	No	NA	_____
3. Does the back rest feel comfortable and is the lumbar spine curve support of the backrest supporting your lower back?	Yes	No	NA	_____
4. Can the armrests be adjusted up and down to support shoulders in a relaxed position?	Yes	No	NA	_____
Monitor				
1. Is the monitor directly in front of you when in use?	Yes	No	NA	_____
2. Is the top of the monitor below eye level?	Yes	No	NA	_____
3. Is the monitor located between 28 – 36" away from your face?	Yes	No	NA	_____
Keyboard and Mouse				
1. Is the keyboard tray adjustable in height and angle?	Yes	No	NA	_____
2. Are your wrists straight (in a neutral position) while typing?	Yes	No	NA	_____
3. Is the keyboard positioned directly in front of you?	Yes	No	NA	_____
4. Is the keyboard positioned so that your upper arms are straight at the side and your forearms are slightly below horizontal?	Yes	No	NA	_____
5. Is your mouse positioned in easy reach, next to or over the number pad on the keyboard?	Yes	No	NA	_____
Worksurface				
1. Is the worksurface for writing at a height so that the forearms are parallel or slightly raised?	Yes	No	NA	_____
2. Are tools (phone, ten-key calculator, etc.) within easy reach?	Yes	No	NA	_____
3. Does the leg room area allow you to have your feet flat on the floor yet be able to move your legs freely under the desk?	Yes	No	NA	_____
4. Is the lighting at your worksurface adequate?	Yes	No	NA	_____
Telephone				
1. If you are a frequent phone user do you have a headset or speaker phone?	Yes	No	NA	_____
2. Is your phone located on the opposite side of the work area from your writing hand?	Yes	No	NA	_____
Breaks				
Do you take 10 –15 second breaks at least every 20 minutes?	Yes	No		_____
Exercises				
Do you perform any stretching exercises to help relieve stress/tension?	Yes	No		_____
(try to incorporate stretching exercises into your morning warm-up and daytime work schedule.)				

Computer Workstation Design Guidelines



- 1 Top of screen at eye level; lower for bifocal wearers
Screen distance at arm's length (15"-32")
- 2 Document holder next to screen or centered
between monitor and keyboard
- 3 Chair backrest provides firm lower back support
Chair back and seat easily adjustable for height
and tilt by user
- 4 Keyboard height promotes relaxed arms with
forearms parallel to floor, elbows close to body
- 5 Wrists straight (neutral)
Padded, movable wrist rest, same height as front
of keyboard (Do not use wrist rest while keying.)
- 6 Knees at or below hip level
Ample legroom under work surface
- 7 Feet rest firmly on floor or foot rest

The following outlines the key features of a user-friendly workstation, and some suggested solutions for modifying unsafe conditions. Following the recommendations below, users should fine-tune all of the adjustments to make the workstations as comfortable for them as possible.

Keyboard/Mouse Height: The height of the keyboard and mouse should allow the user to sit with shoulders relaxed, elbows bent, and forearms, wrists, and hands approximately parallel to the floor. The keyboard angle should be adjusted to promote a neutral/flat position of the wrists. This may be achieved in a number or combination of ways, such as:

- Height adjustable table
- A lower or higher table that promotes a straight wrist while keying
- A height adjustable keyboard tray that can be attached to existing desk or table and provides both the appropriate keyboard/mouse height and adequate leg room for the user
- A chair that is height adjustable; may need to provide footrest

Screen height: The top of the display screen should be approximately at, or slightly below, eye level; lower and possibly closer for bi-focal wearers. The user should not have to assume awkward neck postures to view the screen or hard copy documents. Retrofitting options include the following:

- Bi-level table adjustable for screen and keyboard height
- Raise monitor by putting it on top of hard disk drive, boxes, books, or monitor risers
- Lower monitor by removing it from the hard disk drive or other platform
- Adjustable monitor arm

Firm posture support: Chairs should firmly support a comfortable posture, providing support to the lower back region and avoiding pressure on the back of the thighs. Retrofitting may include a number or combination of options such as:

- Chair adjustable for height and tilt of seatpan and backrest. Computer users should be able to adjust chairs from a seated position without use of tools.
- Armrests, if provided, should be height adjustable or removable to avoid interfering with natural movement of the arms
- Footrest if user's feet do not rest firmly and comfortably on the floor

Wrist support: Wrist rests may be helpful in promoting a neutral/flat position of the wrists. They should be used only when resting, not while typing. Retrofitting options include:

- Padded, movable wrist rest, same height as front lip of keyboard

Accessories: Workstation accessories can prevent awkward neck postures. Accessories that should be provided, if needed, include:

- Document holders adjustable to screen height or that fit between the monitor and keyboard for users who type from hard copy documents
- Lightweight telephone headsets for users assigned to continuous telephone work in conjunction with computer use

Lighting: Overhead lights, windows, or other light sources may contribute to visual discomfort. It is generally recommended that room lighting for use of computers with dark background screens be lowered to about half of normal office lighting.

External sources of light (windows, overhead lights, etc.) should not be in the visual field of the user, nor should their reflections be visible on the screen.

Temporarily shield peripheral light sources from view with a file folder. If this provides relief, try to eliminate the bright source in one of the following ways:

- Use blinds or curtains over windows when necessary
- Position monitor screen at right angle to window
- Turn off some overhead lights; use task lighting, if needed
- Remove every other fluorescent bulb, if necessary
- Position monitors to avoid direct light in user's eyes

Screen reflections: Reflections on the screen reduce text visibility by decreasing screen contrast. Turn off the computer and look for bright reflections on the screen. Eliminate these reflections in one of the following ways:

- Position monitor to avoid direct light on user's screen
- Use blinds or curtains over windows when necessary
- Position screen between banks of overhead lights
- Position monitor screen at right angle to window
- Use glare screen (glass preferred)

DESK STRETCHES

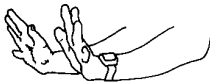
These are stretches to do at your desk.
This program will take 2 1/2 – 3 min.

- Breathe easily
- No bouncing or forcing
- No pain!
- *Feel* the stretch
- Relax
- See Stretching Instructions, pp. 77–84

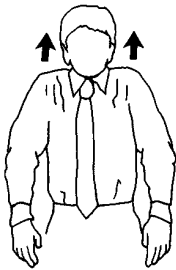
1
5 sec, 3 times
p. 82



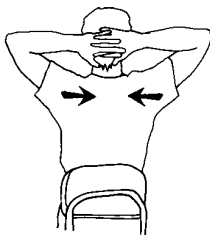
2
5 sec, 3 times
p. 82



3
5 sec, 2 times
p. 81



4
5 sec, 2 times
p. 84



5
5 sec
p. 84



6
5 sec
each side
p. 84



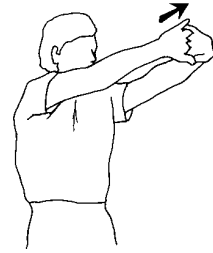
7
5 sec
p. 84



8
10 sec
each arm
p. 81



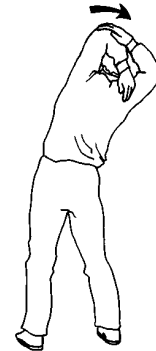
9
10 sec
p. 82



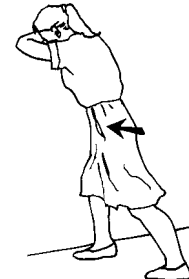
10
10 sec
p. 81



11
9 sec
each side
p. 82



12
10 sec
p. 79



- Prolonged sitting at a desk or computer terminal can cause muscular tension and pain.
- Taking a few minutes to do a series of stretches can make your whole body feel better.
- Learn to stretch spontaneously throughout the day whenever you feel tense.
- Don't just do seated stretches, but do some standing stretches too. Good for circulation.