

COMPUTER WORKSTATION ERGONOMICS WORKSHEET

(Notations in brackets and italicized are suggested standards)

SEATING

1. Does chair have 5 legs? Y N
2. Does chair swivel? Y N Does chair have casters? Y N
Do casters, swivel mechanism move smoothly, without binding? Y N
3. Does seat pan have a "waterfall" front? Y N
4. Seat pan height above floor: _____ inches. Is it adjustable? Y N
(16"–20.5")
5. Seat pan angle of inclination. (angle front of seat pan is from horizontal) _____ degrees
(0–10°)
6. Seat pan width _____ inches.
(18" minimum)
7. Seat pan depth _____ inches.
(15–18")
8. Seat pan angle relative to seat back _____ degrees.
(100–120°)
9. Horizontal distance from front of seat pan to front of arm rests _____ inches.
(4" minimum)
10. Lumbar (back) support distance above seat pan _____ inches. Is it adjustable? Y N
(6–9")
11. Back rest height _____ inches. Is it adjustable? Y N.
(9" minimum)
12. Backrest incline angle range _____ degrees from horizontal. Adjustable? Y N
(85–130°)
13. Backrest width _____ inches.
(minimum 14")
14. Arm rest width _____ inches.
(minimum 2")
15. Armrest height above seat pan _____ inches. Is it adjustable? Y N
(7–10")
16. Distance between armrests at narrowest point _____ inches.
(18.2" minimum)

WORKSTATION

17. Leg clearance width _____ inches
(20" minimum)
18. Leg clearance depth at knees _____ inches.
(15" minimum)
19. Leg clearance depth at toes _____ inches.
(23.5" minimum)
20. Keyboard height above floor _____ inches. Is it adjustable to allow neutral wrist angle? Y N.
(23–28")
Is keyboard support surface angle adjustable to provide neutral wrist angle? Y N.
21. Palm, wrist supports provided? Y N. If yes, are they stable, padded, and with no sharp edges. Y N.
22. Operator's viewing angle _____ degrees. Is it adjustable? Y N
(10–15° below the horizontal plane of operator's eyes)
23. Operator's viewing distance _____ inches. Is it (not operator) adjustable? Y N.
(12"–40")
24. Is screen angle adjustable to allow for optimum viewing angle, and minimization of glare? Y N
25. Foot rests provided to allow relief of stress on back of knees, and to allow a variety of chair adjustments? Y N