

## Computer Workstation Self-Audit Checklist

Location: \_\_\_\_\_ Dept.: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Computer Operator: \_\_\_\_\_ Audited by: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

This checklist may be used to identify, analyze and control MSD hazards in VDT tasks. It does not require that employees assume specific working postures, rather it evaluates whether the VDT workstation is arranged or designed in a way that would pass the ergonomic guidelines set in OSHA's Ergonomics standard (now repealed). The standard follows conventional ergonomic principles.

*from (repealed) Appendix D-2 to [29CFR] §1910.900: VDT Workstation Checklist*

<b>WORKING CONDITIONS</b>	<b>Y</b>	<b>N</b>
<b>The workstation is designed or arranged for doing VDT tasks so it allows the employee's. . .</b>		
<b>A. Head and neck</b> to be about upright (not bent down/back).		
<b>B. Head, neck and trunk</b> to face forward (not twisted).		
<b>C. Trunk</b> to be about perpendicular to floor (not leaning forward/backward).		
<b>D. Shoulders and upper arms</b> to be about perpendicular to floor (not stretched forward) and relaxed (not elevated).		
<b>E. Upper arms and elbows</b> to be close to body (not extended outward).		
<b>F. Forearms, wrists, and hands</b> to be straight and parallel to floor (not pointing up/down).		
<b>G. Wrists and hands</b> to be straight (not bent up/down or sideways toward little finger).		
<b>H. Thighs</b> to be about parallel to floor and <b>lower legs</b> to be about perpendicular to floor.		
<b>I. Feet</b> to rest flat on floor or be supported by a stable footrest.		
<b>J. VDT tasks</b> to be organized in a way that allows employee to vary VDT tasks with other work activities, or to take micro-breaks or recovery pauses while at the VDT workstation.		
<b>SEATING</b> <b>The chair . . .</b>		
<b>1. Backrest</b> provides support for employee's lower back (lumbar area).		
<b>2. Seat width and depth</b> accommodate specific employee (seatpan not too big/small).		
<b>3. Seat front</b> does not press against the back of employee's knees and lower legs (seatpan not too long).		
<b>4. Seat</b> has cushioning and is rounded/ has "waterfall" front (no sharp edge).		
<b>5. Armrests</b> support both forearms while employee performs VDT tasks and do not interfere with movement.		
<b>KEYBOARD/INPUT DEVICE</b> <b>The keyboard/input device is designed or arranged for doing VDT tasks so that . . .</b>		
<b>1. Keyboard/input device platform(s)</b> is/are stable and large enough to hold keyboard and input device.		
<b>2. Input device</b> (mouse or trackball) is located right next to keyboard, so it can be operated without reaching.		
<b>3. Input device</b> is easy to activate and shape/size fits hand of specific employee (not too big/small).		
<b>4. Wrists and hands</b> do not rest on sharp or hard edge.		

<b>MONITOR</b>		<b>Y</b>	<b>N</b>
<b>The monitor is designed or arranged for VDT tasks so that . . .</b>			
<b>1. Top line of screen</b> is at or below eye level so employee is able to read it without bending head or neck down/back. (For employees with bifocals/trifocals, see next item.)			
<b>2. Employee with bifocals/trifocals</b> is able to read screen without bending head or neck backward.			
<b>3. Monitor distance</b> allows employee to read screen without leaning head, neck or trunk forward/backward.			
<b>4. Monitor position</b> is directly in front of employee, so employee does not have to twist head or neck.			
<b>5. No glare</b> (e.g., from windows, lights) is present on the screen which might cause employee to assume an awkward posture to read screen.			
<b>WORK AREA</b>			
<b>The work area is designed or arranged for doing VDT tasks so that . . .</b>			
<b>1. Thighs</b> have clearance space between chair and VDT table/keyboard platform (thighs not trapped).			
<b>2. Legs and feet</b> have clearance space under VDT table so employee is able to get close enough to keyboard/input device.			
<b>ACCESSORIES</b>			
<b>1. Document holder</b> , if provided, is stable and large enough to hold documents that are used.			
<b>2. Document holder</b> , if provided, is placed at or about the same height and distance as monitor screen, so there is little head movement when employee looks from document to screen.			
<b>3. Wrist rest</b> , if provided, is padded and free of sharp and square edges.			
<b>4. Wrist rest</b> , if provided, allows employee to keep forearms, wrists and hands straight and parallel to ground when using keyboard/input device.			
<b>5. Telephone</b> can be used with head upright (not bent) and shoulders relaxed (not elevated) if employee does VDT tasks at the same time.			
<b>GENERAL</b>			
<b>1. Workstation and equipment</b> have sufficient adjustability so that employee is able to be in a safe working posture and to make occasional changes in posture while performing VDT tasks.			
<b>2. VDT workstation, equipment and accessories</b> are maintained in serviceable condition and function properly.			

**PASSING SCORE = “YES” answer on all “Working Conditions” items (A-J) and no more than two “NO” answers on remainder of checklist.**