



CORNELL ERGONOMIC WORKSTATION ADVISOR

This worksheet helps you evaluate the ergonomic design of your computer workstation. There are 5 sections, each with 7 questions, so when you total your 'Yes' answers the maximum value you can get is 35. The worksheet applies to seated and/or standing computer work. If you are seated full time you can omit section C. If you are seated full time you can omit section D. If you are sit-stand working you should do all sections. Apart from lighting, this worksheet doesn't evaluate other environmental conditions. This worksheet is based on information on ergonomic workstation arrangements is available at 'CUergo: Guides and Information' (<http://ergo.human.cornell.edu/cuergoguide.html>).

A comprehensive check of your ergonomics and musculoskeletal injury risks is also available for android or iOS at 'CUergo: News-latest developments' (<http://ergo.human.cornell.edu/cuergonews.html>).

A. OFFICE CHAIR SELF-CHECK		Yes	No or Not applicable	If 'No' Recommended Action
1	Seat Height: Can you sit comfortably with no compression of your thighs and with your feet supported on a stable surface?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust your seat height so you can sit comfortably with your upper legs roughly parallel to the floor and your feet supported on the floor or on a footrest.
2	Seat Pan Size: Is your chair seat a comfortable length that it doesn't hit against the back of your knees and a comfortable width that it doesn't restrict or compress your hips?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust the seat pan so that there is at least a one-inch gap between the front of the seat pan and the back of your knees. If you can't adjust the seat pan depth sit forwards on the seat pan to give you back of the knee clearance and put a cushion or lumbar support behind your lower back.
3	Seat Pan Support: Is the seat pan comfortable after sitting for longer than 15 minutes?	<input type="checkbox"/>	<input type="checkbox"/>	Good seat pan cushioning reduces pressure points under the hips and thighs. If the seat pan is too hard sit on a softer cushion. If it is too soft or if it is a flexible mesh sit on a firmer cushion.
4	Backrest: Is the chair back rest large enough to provide good lower and upper back support?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust the backrest height to provide better upper back support and adjust any lumbar support for better low back support.
5	Backrest Tension: Does the chair backrest tension and recline mechanism provide stable support for your back for all sitting positions?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust any tension control to provide appropriate back support as you change from upright to a more reclined posture.
6	Posture change: Do you often vary your sitting posture throughout the day?	<input type="checkbox"/>	<input type="checkbox"/>	Frequent movement is essential for good spinal health. If the chair tension is too high or if the backrest is locked this can discourage frequent movement, so adjust these controls to allow you to move while supported throughout the day. Also take breaks from sitting in your chair and periodically stand up and stretch.
7	Armrests: Are you able to comfortably place your arms on the chair armrests when needed without raising or twisting your shoulders?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust the position of the chair armrests so that you can get comfortable arm support when needed.
Office Chair Subtotal				

B. SITTING - KEYBOARD/MOUSE SELF-CHECK		Yes	No or Not applicable	If 'No' Recommended Action
1	Keyboard/Mouse Hand Posture: When sitting, can you type and mouse with your hands level and straight (not bent up, down or sideways), your elbows comfortably tucked to your side and your shoulders relaxed?	<input type="checkbox"/>	<input type="checkbox"/>	Change the position the keyboard surface or keyboard platform so that the keyboard is about 2" above your thighs. If you have a keyboard platform make sure this slopes slightly downwards, parallel to your thighs.
2	Keyboard/Mouse Location: While sitting, can you comfortably put your hands on your keyboard/mouse without leaning forwards and comfortable reach any other equipment you need to use, like a phone?	<input type="checkbox"/>	<input type="checkbox"/>	Move your keyboard/mouse closer to your body so you can reach them with your elbows resting at your sides and without any awkward overreaching. Move any other equipment that you use closer to you to eliminate awkward reaching. If you frequently use a phone and cradle it between your neck and shoulder, consider using a phone cradle, Speakerphone mode or use a headset.
3	Wrist/Hand Compression: When typing/mousing are your wrists free from any compression from pressing down on a soft wrist rest or pressing against the edge of your desk?	<input type="checkbox"/>	<input type="checkbox"/>	Nothing should compress the underside of your wrists. Eliminate any wrist contact stress. Use a comfortably firm, cushioned palm support in front of your keyboard to periodically rest your hands.
4	Keyboard Alignment: Is the 'H' key of your keyboard aligned with the midline of your body?	<input type="checkbox"/>	<input type="checkbox"/>	Reposition the keyboard so the 'H' key is centered to eliminate any upper body twisting.
5	Mouse Arm Posture: Is your mouse positioned close to your keyboard so you can use it with a comfortable arm/wrist/hand position?	<input type="checkbox"/>	<input type="checkbox"/>	Reposition your mouse closer to the side of your body that you use for mousing so you don't abduct your arm or need to overreach to use the mouse.
6	Workstation Layout: Do you keep the space under your worksurface clear of items so that nothing interferes with your leg/feet space?	<input type="checkbox"/>	<input type="checkbox"/>	Remove any clutter that could interfere with leg/feet movements from underneath your desk.
7	Legs/feet: Do you avoid sitting for too long by taking frequent postural microbreaks during which you stand up, stretch, and move?	<input type="checkbox"/>	<input type="checkbox"/>	If you feel any discomfort in your legs/feet then either use an angled movable foot rest, or stand up. Don't sit for more than 20 minutes in any one position. Take 30-60 second short rest breaks every 20 minutes to improve circulation and reduce fatigue. Vary your posture between standing and sitting at least 16 times a day.
Sitting Keyboard/Mouse Subtotal				

C. STANDING - KEYBOARD/MOUSE SELF-CHECK		Yes	No or Not applicable	If 'No' Recommended Action
1	Keyboard/Mouse Hand Posture: When standing, can you type and mouse with your hands level and straight (not bent up, down or sideways), your elbows comfortably tucked to your side and your shoulders relaxed?	<input type="checkbox"/>	<input type="checkbox"/>	Change the position of the sit-stand worksurface so that the keyboard is about 1" below your standing elbow height.
2	Keyboard/Mouse Location: While standing, can you comfortably put your hands on your keyboard/mouse without leaning forwards and comfortable reach any other equipment you need to use, like a phone?	<input type="checkbox"/>	<input type="checkbox"/>	Move your keyboard/mouse closer to your body so you can reach them with your elbows resting at your sides and without any awkward overreaching. Move any other equipment that you use closer to you to eliminate awkward reaching. If you frequently use a phone and cradle it between your neck and shoulder, consider using a phone cradle, speakerphone mode or use a headset.
3	Wrist Compression: When typing/mousing are your wrists free from any compression from pressing down on a soft wrist rest or pressing against the edge of your desk?	<input type="checkbox"/>	<input type="checkbox"/>	Nothing should compress the underside of your wrists. Eliminate any wrist contact stress. Use a comfortably firm, cushioned palm support in front of your keyboard to periodically rest your hands.
4	Keyboard Alignment: Is the 'H' key of your keyboard aligned with the midline of your body?	<input type="checkbox"/>	<input type="checkbox"/>	Reposition the keyboard so the 'H' key is centered to eliminate any upper body twisting.
5	Mouse Arm Posture: Is your mouse positioned close to your keyboard so you can use it with a comfortable arm/wrist/hand position?	<input type="checkbox"/>	<input type="checkbox"/>	Reposition your mouse closer to the side of your body that you use for mousing so you don't abduct your arm or have to overreach forwards to use the mouse.
6	Workstation Layout: Do you keep the space under your worksurface clear of items so that nothing interferes with your leg/feet space?	<input type="checkbox"/>	<input type="checkbox"/>	Remove any clutter that could interfere with leg movements from underneath your desk.
7	Legs/feet Fatigue: Do you avoid standing for too long by taking frequent postural microbreaks during which you stretch, move and sit down?	<input type="checkbox"/>	<input type="checkbox"/>	If you feel any discomfort in your legs/feet then either use an antifatigue mat, wear more comfortable footwear, use an angled foot rest, or sit down. Don't stand for more than 8 minutes in any one position. Take 30-60 second short rest breaks every 20 minutes to improve circulation and reduce fatigue. Vary your posture between standing and sitting at least 16 times a day.
Standing Keyboard/Mouse Subtotal				

D. DISPLAY SELF-CHECK		Yes	No or Not applicable	If 'No' Recommended Action
1	Screen Height: When you sit back in your chair and hold your right arm outstretched does your middle finger just point to the center of the screen?	<input type="checkbox"/>	<input type="checkbox"/>	Change the height of your screen so that your outstretched middle finger points to the screen center to accommodate your natural downward gaze.
2	Screen Distance: Can you easily read the text on your screen without having hunch forwards?	<input type="checkbox"/>	<input type="checkbox"/>	Recommended eye to screen distance is about an arm's length. Change your screen(s) distance so that you can clearly read screen text while sitting back in your chair or standing in a comfortable posture.
3	Screen glare: Is your screen free from any source of reflected or veiling glare?	<input type="checkbox"/>	<input type="checkbox"/>	Reflected glare can increase visual discomfort. Veiling glare can wash out the colors of your screen. Increase your screen contrast and brightness, use a white background, reposition your screen or use an anti-glare filter to minimize or eliminate any glare.
4	Screen Angle: Is the bottom of the screen slightly tilted so it is closer to your body?	<input type="checkbox"/>	<input type="checkbox"/>	Your downward gaze angle follows the arc of a circle. Think about how you hold a book or a tablet and you'll notice that the top is slightly farther away than the bottom. Tilt your monitor so that the top is slightly farther away from your body for comfortable viewing, but make sure the screen remains glare free.
5	Screen Alignment: Is the screen centered on the midline of your body centered, or if you have two screens and both are equally used are they placed either side of your midline, or if you have multiple screens are they all placed so you can comfortably view each of them?	<input type="checkbox"/>	<input type="checkbox"/>	Position your screen(s) for the most comfortable neck and trunk posture. Use a monitor arm(s) if needed. For multiple screens 'curving' the screen position horizontally and vertically can improve screen visibility while maintaining a neutral head and neck posture.
6	Reading comfort: Can you comfortably read text on your computer screen(s)?	<input type="checkbox"/>	<input type="checkbox"/>	Position your screen(s) so that you can comfortably view it with your head and neck straight. Increase screen text size if needed. Make sure you are wearing any appropriate corrective lens for computer work.
7	Touchscreen: Is your computer screen about an arm's length away for comfortable viewing. This is especially important if you are using a touchscreen.	<input type="checkbox"/>	<input type="checkbox"/>	Using a touchscreen requires that it is close enough for finger contact, but optimal viewing is about an arm's length away, so ensure that you do not bring the screen too close or place it too far away that you must lean forwards to touch the screen.
Display Subtotal				

E. LIGHTING SELF-CHECK		Yes	No or Not applicable	If 'No' Recommended Action
1	Office Lighting: Is your office lighting a comfortable brightness for your computer screen work and paper work?	<input type="checkbox"/>	<input type="checkbox"/>	If your office lighting is too bright for comfortable computer screen use, then either lower the ambient light level (you can remove lamps or cover lamps), use an anti-glare screen, or use a screen hood to shadow your screen. If your office lighting is too dim for paper work then consider using an adjustable task light.
2	Eyestrain: Do you experience frequent eyestrain (dry eyes, headaches, blurred vision)?	<input type="checkbox"/>	<input type="checkbox"/>	Bright lighting can increase complaints of eyestrain. Try to lower lighting to a comfortable brightness. Take frequent breaks to rest your eyes.
3	Shadows: Is your worksurface and any paper documents you use free from shadows that reduce their visibility?	<input type="checkbox"/>	<input type="checkbox"/>	Minimize any shadows cast on paper documents by repositioning the document or by using a task light placed on the opposite side to your writing hand to shine light across the document.
4	Visibility: Do you have adequate light to comfortably see your computer keyboard and any paper based work?	<input type="checkbox"/>	<input type="checkbox"/>	Work surface illumination can be increased by using an adjustable task light.
5	Visual Comfort: Do you follow the 20-20-20 rule and every 20 minutes look 20 feet away for 20 seconds?	<input type="checkbox"/>	<input type="checkbox"/>	To reduce eyestrain and improve visual comfort, follow the 20-20-20 rule. Every 20 minutes look at least 20 feet away for at least 20 seconds.
6	Document holder: Do you use a document holder when you work with transcribing information from paper to your computer?	<input type="checkbox"/>	<input type="checkbox"/>	Use a document holder to position paper so that it is vertical like the computer screen and at about the same distance from your eyes.
7	Task light: Is your task light positioned so that it shines light across paper documents and your keyboard and not in your eyes?	<input type="checkbox"/>	<input type="checkbox"/>	Choose a task light with an asymmetrical light distribution so that this can put light across any documents and your keyboard without creating any screen glare or direct glare.
Lighting Subtotal				

Sections	Yes	No or Not applicable
Chair		
Input devices - Sitting		
Input device - Standing		
Display		
Lighting		
Ergonomic Workstation Score (maximum = 35)		