

CAC and Fort Leavenworth Safety Ergonomics Hazard Self Assessment

Name: _____

Directorate: _____

Date: _____

*Workstation Checklist			
Yes/		Yes/	
No	Working Postures	No	Monitor
	1. Head and neck to be upright, or in-line with the torso (not bent down or back).		19. Top of the screen is at or below eye level so you can read it without bending your head or neck down/back.
	2. Head, neck, and trunk to face forward (not twisted).		20. User with bifocals/trifocals can read the screen without bending the head or neck backward.
	3. Trunk to be perpendicular to floor (may lean back into backrest but not forward).		21. Monitor distance allows you to read the screen without leaning your head, neck, or trunk forward/backward).
	4. Shoulders and upper arms to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward).		22. Monitor position is directly in front of you so you don't have to twist your head or neck.
	5. Upper arms and elbows to be close to the body (not extended outwards).		23. Glare (for example, from windows, lights) is not reflected on your screen which can cause you to assume an awkward posture to clearly see information on your screen.
	6. Forearms, wrists, and hands to be straight and in-line (forearm at 90 degree angle with upper arm).		Work Area
	7. Wrists and hands to be straight (not bent up/down or sideways toward the little finger).		24. Thighs have sufficient clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped).
	8. Thighs to be parallel to the floor and the lower legs to be perpendicular to floor (thighs may be slightly elevated above the knees).		25. Legs and feet have sufficient clearance space under the work surface so that you are able to get close enough to the keyboard/input device.
	9. Feet rest flat on the floor or are supported by a stable footrest.		Accessories
	Seating		26. Document holder, if provided, is stable and large enough to hold documents.
	10. Backrest provides support for your lower back (lumbar area).		27. Document holder, if provided, is placed at about the same height and distance as the monitor screen so there is little head movement, or need to re-focus, when you look from the document to the screen.
	11. Seat width and depth accommodate the specific user (seat pan not big/small).		28. Wrist/palm rest, if provided, is padded and free of sharp or square edges that push on your wrists.
	12. Seat front does not press against the back of your knees and lower legs (seat pan not too long).		29. Wrist/palm rest, if provided, allows you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device.
	13. Seat has cushioning and is rounded with a "waterfall" front (no sharp edge).		30. Telephone can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time.
	14. Armrests, if used, support both forearms while you perform computer tasks and they do not interfere with movement.		General
	Keyboard/Input Device		31. Workstation and equipment have sufficient adjustability so you are in a safe working posture and can make occasionally changes in posture while performing computer tasks.
	15. Keyboard/input device platform(s) is stable and large enough to accommodate a keyboard and an input device.		32. Computer workstation, components, and accessories are maintained in serviceable condition and function properly.
	16. Input device (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.		33. Computer tasks are organized in a way that allows you to vary tasks in other work activities, or to take micro-breaks or recovery pauses while at computer workstation.
	17. Input device is easy to activate and the shape/size fits your hand (not too big/small).		
	18. Wrists and hands do not rest on sharp or hard edges.		
Remarks			

Recommended ergonomic equipment (i.e. wrist rest, monitor stand, etc.):

Employee Signature & Date

Supervisor Signature & Date
