Computer Workstation Setup Checklist

Complete this checklist to determine if your workstation is properly set up. If not, use the "4 Steps To Setting Up Your Computer Workstation" guide to help you make adjustments.

Chair:
- [ ] Are your feet supported on the floor or on a footrest?
- [ ] Are your hips against the back of the chair?
- [ ] Is the backrest adjusted to support your back?
- [ ] Is your seat long enough and wide enough to support your hips and thighs?
- [ ] If you have armrests, do they allow you to rest your arms comfortably?
- [ ] Can you pull up close to your desk or keyboard without hitting your armrest?

Keyboard / Pointing Device:
- [ ] Is the keyboard within easy reach?
- [ ] Is your pointing device within easy reach and close to the keyboard?
- [ ] Is the most frequently used section of the keyboard positioned directly in front of you?

Computer Screen / Documents:
- [ ] Are you sitting directly in front of your screen?
- [ ] Can you view the screen using a slight downward gaze without raising or lowering your chin?
- [ ] Is the screen at least an arm's length distance from you?
- [ ] Are your source documents positioned on a stand between the monitor and keyboard, or on a stand close to the monitor?
- [ ] Can you view the monitor without seeing glare on the screen?