



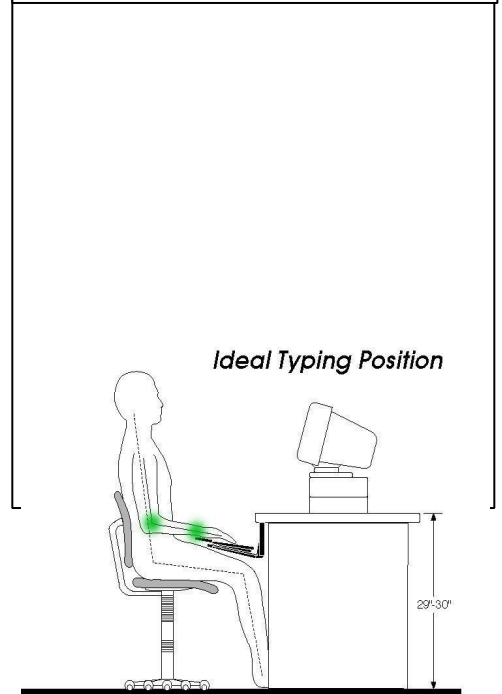
# Artistic ADVANTAGE

PERSONALIZED HAND THERAPY | PERFORMING ARTS MEDICINE

## Computer Workstation Ergonomics: Self-Assessment Checklist

The Workstation	Yes	No	Suggested Action
Can the height, seat and back of the chair be adjusted to achieve the ideal posture?			Obtain a fully adjustable chair and adjust according to the picture below.
Are your feet fully supported by the floor when you are seated?			Lower the chair Obtain a footrest
Does your chair provide support for your lower back?			Adjust chair back Obtain proper chair Obtain lumbar roll
When your back is supported, can you sit without feeling pressure from the chair seat on the back of your knees?			Adjust the seat pan Add a back support
Are you slouched or sitting straight up?			You should be reclined about 100-110°
Do you use arm rests during work?			Adjust armrests Remove armrests
Are your keyboard, mouse, and work surface at your elbow height?			Raise/lower workstation Raise or lower keyboard Raise or lower chair Add on a keyboard underlay
Are frequently used items within easy reach?			Adjust items around your desk Obtain Document Holders

### Additional Notes



Elbows at 110  
 Forward Tilt Chair  
 110  
 Look at the monitor  
 10-15 below eye level  
 Use arm rests when  
 not typing to relieve  
 pressure from wrists

**What best describes how you use your computer or laptop/tablet?**

Circle One

- Word Processing
- Graphic Design
- Data Entry
- Web Surfing
- Games

The Computer	Yes	No	Suggested Action
Do you have a desktop or laptop/tablet?			Do you notice any discomfort when using it?
Laptop/Tablet Only: Do you have any accessories for the Laptop/Tablet?			Obtain an external keyboard Obtain a wireless mouse Obtain a laptop stand
Does typing for long durations hurt your wrists?			Make sure you maintain a neutral wrist Explore an ergonomic keyboard “Float Typing”
Is the mouse comfortable to use?			Explore an ergonomic mouse Make sure you maintain a neutral wrist “Shoulder Mousing”
When doing your work, are your wrists straight and your upper arms relaxed?			Make sure you maintain a neutral wrist Relax and don’t type with hiked shoulders
Do you use wrist rests at work?			“Roll to Rest” intermittently between typing segments
Do you take breaks aside from your lunch break?			Microbreak: 1-2 min every 20 mins Task Break: 5-10 min every 50-60 mins

