

Ergonomic Workstation Self Assessment

IS YOUR WORKSTATION ERGONOMIC?

Neck, back, shoulder, arm, wrist and hand pain can be minimized and often prevented through ergonomic modifications. Taking a few measurements will help you know what modifications to make. Just fill in this worksheet to find out how!

You will need a tape measure or a yardstick. Be sure to write your measurements in the appropriate blanks! Make changes as necessary so that your workstation will meet the recommendations.

YOUR MEASUREMENTS

Important! Before taking the measurements, adjust your chair so that your feet rest flat on the floor and your hips are level with your knees. You'll need someone else to take these measurements for you.

Seated Elbow Height = _____ inches

Seated Eye Height = _____ inches

**Note: If you use a sit-stand workstation, you will also need to measure your standing elbow and eye heights.*

WORKSTATION MEASUREMENTS

To measure keyboard and mouse height, measure from the floor to the middle row of keys on the keyboard and from the floor to the middle of your mouse.

To measure monitor height, measure from the floor to the top of the monitor.

While sitting at the keyboard with your back against the chair, reach out your palms towards the monitor. Your fingertips should just be able to touch the monitor screen.

If the palm of your hand can rest on the monitor, your monitor is too close.

Keyboard Height = _____ inches

Mouse Height = _____ inches

Monitor Height = _____ inches

Desk Height = _____ inches



RECOMMENDED WORKSTATION ERGONOMIC MODIFICATIONS

- Keyboard/Mouse Height = Seated/Standing* Elbow Height
- Monitor Height = or slightly below Seated/Standing* Eye Height
- Monitor Distance = an arm's length away
- Desk Height = 2 to 4 inches above Seated Elbow Height

Refer to the rest of this worksheet for what to do if the measurements do not match up and for additional recommendations and information.

KEYBOARD / MOUSE RECOMMENDATIONS

Keyboard/Mouse Too High? Adjust the keyboard and mouse if on a tray to elbow height. If not, add an adjustable keyboard/mouse tray so that you can position the keyboard to your seated elbow height. Until a tray can be purchased, raise your chair so that your elbows are at the same height as the keyboard and mouse (a footrest may be required to support your feet with the chair raised).

Keyboard/Mouse Too Low? Raise your keyboard/mouse tray to your seated elbow height. If your tray will not adjust, consider purchasing an adjustable one.

MONITOR RECOMMENDATIONS

Monitor Too High? If the monitor adjusts, lower it. If not, or if still too high, remove anything that is beneath the monitor. If still too high, raise your chair so that the top of your monitor screen is at eye level. Use a footrest to support your feet if necessary.

Monitor Too Low? If the monitor adjusts, raise it. If not, raise the monitor with books, paper reams, or monitor risers.

Monitor Too Close? Push the monitor further back on the desk. If this isn't possible, an adjustable keyboard tray or a larger desk may be needed.

Monitor Too Far? Move the monitor to about an arm's length away from you.

DESK RECOMMENDATIONS

NOTE: The desk recommendation is for reading and writing tasks. If your computer is set up on the desktop, it is important to maintain the recommended keyboard and mouse heights. Therefore, if an adjustable keyboard/mouse tray is not available, you may need to postpone adjusting your desk height.

Desk Too High? Raise your chair height. If your feet no longer rest flat on the floor, add a footrest.

Desk Too Low? Raise the desk to the correct height using wood blocks or deskalators.

ADDITIONAL INFORMATION

For more information, or if you have additional questions concerning your workstation, visit the Ergonomics website at www.upstate.edu/ergonomics, or contact the Upstate Ergonomics Program at 315-464-5782 or Ossevoor@upstate.edu

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