

# CHECKLIST

## Instructions:

Answer the questions below to determine problems that might cause MSDs. If you answer “NO,” turn to the page indicated for improvement options. If you run out of improvement options and you still have problems, contact your immediate supervisor.

GOAL pp. 9-33		YES	NO	If NO, see page:
<b>WHEN SITTING</b>				
1a-b	Is the chair height adjusted so that your feet rest comfortably flat on the floor or footrest, with your knees just slightly lower than the hips?			9
2	Look at the depth of the seat pan. Is there a small gap (2 to 4 inches) between the back of your legs and the front edge of the seat pan?			10
3	Does the curve of the back of the chair fit into your low back?			11
4	Does the back of the chair tilt back?			12
5	With your shoulders relaxed, are the armrests slightly below your elbows, and do your arms hang comfortably at your sides?			13
6	Can you get your chair close enough to your keying, mousing, or writing surfaces without reaching?			15
<b>WHEN KEYING</b>				
7a-d	With your shoulders relaxed and your fingers curved, is the home row of keys at the same height as your elbows or slightly below your elbows?			17
<b>WHEN POSITIONING THE CURSOR WITH A POINTING DEVICE</b>				
8	Is the pointing device positioned close to the keyboard?			20
<b>WHEN ORGANIZING THE WORK SPACE</b>				
9a-c	Are you able to use your work surface and equipment without over-reaching or using awkward postures?			23
<b>WHEN VIEWING THE MONITOR</b>				
10a	Is it in front of you and the top line of print is at or just below eye level or even lower if you wear bifocal, trifocal, or progressive lenses; AND are you able to scan the screen from top to bottom using only eye movements, not head movements?			27
10b	Can you sit against the back and read the monitor screen from a comfortable distance, without experiencing eye fatigue, blurred vision, or headaches?			28
10c	Is the monitor screen free of glare?			29
<b>WHEN READING THE DOCUMENT</b>				
11a-d	Is the document off the flat work surface and at the same distance as the monitor screen?			31
<b>WHEN USING NEW SOFTWARE PROGRAMS AND OPERATING SYSTEMS</b>				
12	Have you been trained on the software programs and operating system you are using?			33