**KEYBOARD WORKSTATION ASSESSMENT CHECKLIST**

**Date: ../.../.. Assessed by: …………………………………………**

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Organisation** | | | |
| **Assessment** | **Yes** | **No** | **Comments** |
| Does the user have a variety of tasks? |  |  |  |
| If YES does the user have some control over the order in which they are done? |  |  |  |
| Is care taken to avoid placing the user under pressure to meet demanding targets or deadlines? |  |  |  |
| Is there a constancy in workload? |  |  |  |
| Do new or recently returned users have a period to adjust to workload |  |  |  |
| Are work pauses taken as appropriate? |  |  |  |
| **Chair** | | | |
| Is the chair easily adjusted from the seated position? |  |  |  |
| Can the user get close to the workstation without impediment? (desk thin, arms don’t hit desk and leg space under desk) |  |  |  |
| Is the seat adjusted so that the user’s thighs are parallel to the floor with feet resting on the floor or on a footrest? |  |  |  |
| Is the backrest height adjusted so curve fits into the lumbar region and spine is supported? |  |  |  |
| Is the backrest angle adjusted so that the user is sitting upright whilst keying? |  |  |  |
| **Desk** | | | |
| Is the user’s forearms parallel with the floor or angled slightly downward? |  |  |  |
| Is the desk height adjustable? If yes is the adjustment easily operated and used? If no is a footrest provided? |  |  |  |
| Are all regularly used items within easy reach from seated position? |  |  |  |
| If a counter is a chair of the right height and footrest provided to allow alteration between sitting and standing? |  |  |  |
| **Footrest** | | | |
| Is the footrest large enough to support both feet and allow a change of position? |  |  |  |
| Is the footrest high enough to support the legs correctly? |  |  |  |
| **Screen** | | | |
| When sitting upright and looking straight ahead is the user looking at the top edge of the screen? |  |  |  |
| Is the screen at a comfortable reading distance (usually arms length)? |  |  |  |
| Are all characters in the display easily legible and is the image stable? |  |  |  |
| Can the position and contrast of the screen be adjusted by the user? |  |  |  |
| If using a laptop is there a docking station and separate screen/keyboard |  |  |  |
| **Keyboard/mouse** | | | |
| Is the keyboard positioned to allow the user to minimise static loading on shoulders and upper arms? (usually middle row of keys under fingers when elbows at side) |  |  |  |
| Is the mouse located close to the user to avoid overstretching or static loading? |  |  |  |
| **Documents** | | | |
| Are all source documents legible? |  |  |  |
| Is a document holder provided if there is a lot of copy typing and does it support all documents? |  |  |  |
| **Layout/Environment** | | | |
| Are all often-used items with easy reach? E.g. outstretched arm with minimal over-reaching or twisting) |  |  |  |
| If frequent telephone usage is a headset provided? |  |  |  |
| Is there sufficient space for large documents or completed work? |  |  |  |
| Is the lighting satisfactory?(check for glare, reflections and ability to read documents) |  |  |  |
| Is the noise level conducive to concentration? |  |  |  |
| Is the air flow and temperature comfortable? |  |  |  |

**General comments: …………………………………………………………………………………**

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**Recommendations: …………………………………………………………………………………**

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**Signature of Assessor: ……………………………………………………………………………..**

**Signature of workstation user: …………………………………………………………………….**