



# **GuideOne Center for Risk Management**

## **Computer Workstations Evaluation – Equipment Checklist and Health Tips**

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### **Equipment Checklist**

#### **Buying tips:**

When possible, test all equipment before making a purchase.

Ask for equipment that meets American National Standards Institute (ANSI) standards.

#### **Computer terminals should include the following:**

A detachable keyboard;

Easy to use brightness and control knobs;

Tilting screen;

Character size of at least 3/16”;

No perceptible screen flicker; and

Reduced electromagnetic fields (EMF) emissions.

#### **Chairs should have the following:**

Seat and back easily adjustable for height and tilt from seated position without use of tools;

Back provides firm lower and mid-back support;

Seat upholstered and padded, curves down at front edge;

Five casters, for stability; and

Adjustable armrests to prevent shoulder fatigue.

#### **Tables should meet the following standards:**

Bi-level to allow independent adjustment of screen and keyboard;

Adjusts easily from a seated position without use of tools;

Adequate table top space for required tasks; and

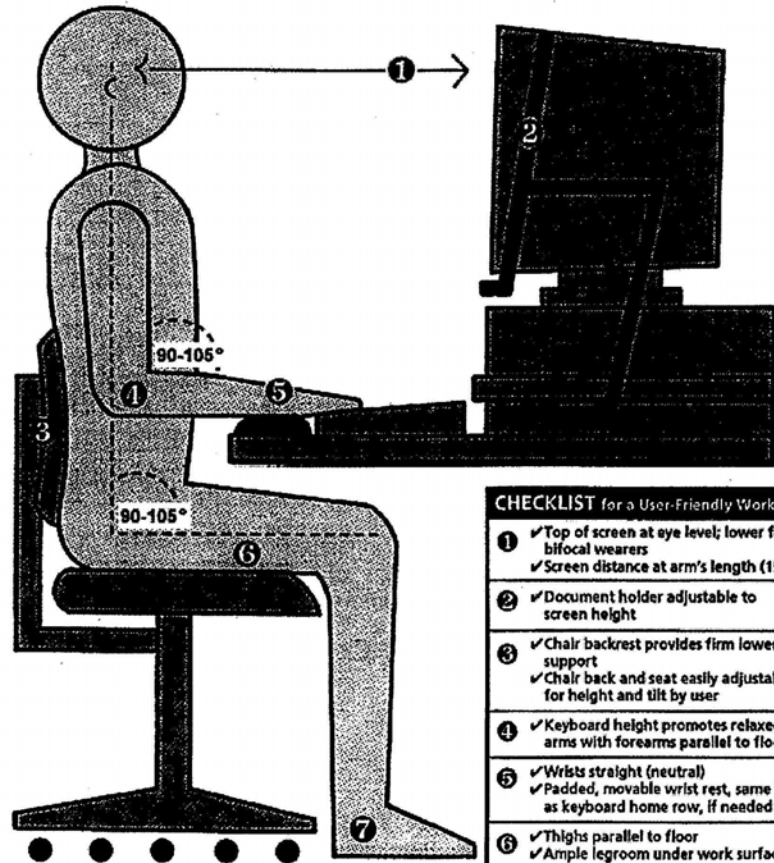
Adequate leg room.

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This material is for informational purposes only. It is not intended to give specific legal or risk management advice, nor are any suggested checklists or actions plans intended to include or address all possible risk management exposures or solutions. You are encouraged to retain your own expert consultants and legal advisors in order to develop a risk management plan specific to your own activities. For more information, contact the GuideOne Center for Risk Management at (877) 448-4331, ext. 5118 for Church and Schools, or ext. 5175 for Senior Living Communities.

**Potential accessories  
(as needed):**

- Document holder adjustable to screen height;
- Wrist rest that is padded, movable, and same height as keyboard home row;
- Foot rest for users whose feet don't rest flat on the floor;
- Task lighting;
- Adjustable keyboard tray, if table is too high;
- Lumbar support cushion, if chair doesn't support lower back;
- Glare screen with grounding wire; and
- Telephone headset.



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CHECKLIST for a User-Friendly Workstation	
1	✓ Top of screen at eye level; lower for bifocal wearers ✓ Screen distance at arm's length (15-32")
2	✓ Document holder adjustable to screen height
3	✓ Chair backrest provides firm lower back support ✓ Chair back and seat easily adjustable for height and tilt by user
4	✓ Keyboard height promotes relaxed arms with forearms parallel to floor
5	✓ Wrists straight (neutral) ✓ Padded, movable wrist rest, same height as keyboard home row, if needed
6	✓ Thighs parallel to floor ✓ Ample legroom under work surface
7	✓ Feet rest firmly on floor or foot rest

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## **Health Tips**

### **Reduce glare to avoid eyestrain:**

- Avoid light shining directly into your eyes or onto your screen;
- Hold a mirror in front of your screen to identify sources of glare;
- Avoid placing your computer directly under a bank of lights;
- Lower lighting level to about half of normal office lighting;
- Use task lighting if necessary;
- Position screen at right angle to window; and
- Use window curtains or blinds if necessary.

### **Take a stretch/exercise break:**

- Take a 15-minute break from the computer at least every two hours to get up and move around;
- Rotate job tasks when possible to avoid constant keyboard work;
- Take mini-breaks as needed to stretch your body or rest your eyes. Frequent short breaks are desirable if your work situation allows;
- Blink often to keep your eyes moist;
- Refocus your eyes by looking away from your screen and focusing on a distant object at least 20 feet away every 10 minutes or so;
- Release tension in the neck by looking back over the shoulder while sitting up straight;
- Relax shoulders by rotating them backwards several times and then forwards;
- Spread your fingers as far apart as you can. Hold for five seconds, and then make a fist. Repeat this action several times; and
- Keep moving throughout the day by taking mini-breaks for your favorite stretches.