

USC Lancaster Computer Workstation Self-Audit Checklist

Building _____ Room/Office _____ Date _____

Audit Performed by _____

	Y	N	NA	COMMENTS
A. Body Position				
1. Head is directly over shoulders				
2. Shoulders are relaxed				
3. Elbows are at 90° angle resting comfortably at side				
4. Wrists are straight, floating over wrist rest				
5. Knees are at 90° angle or greater				
6. Feet flat on floor or supported by footrest				
B. Workstation				
1. Work surface area is adequate for computer and materials				
2. Keyboard and mouse are directly in front of the operator				
3. Keyboard and mouse are at comfortable height				
4. Monitor is placed arm's length away from operator, either directly in front or slightly to one side of operator				
5. Top of monitor screen is slightly below eye level				

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Computer Workstation Self-Audit Checklist**

	Y	N	NA	COMMENTS
6. Chair has adjustable height and seat back				
7. Seat back is adjusted to support lumbar region of back				
8. Document holders are used to position documents close to monitors				
C. Glare Reduction				
1. Screen contrast and brightness are adjusted				
2. Screen is positioned away from or at right angles to windows				
3. Screen is tilted down slightly to reduce glare from overhead lighting				
4. Lamps and other lighting are positioned to minimize glare				
5. Window coverings are adjusted to reduce glare from outside light				