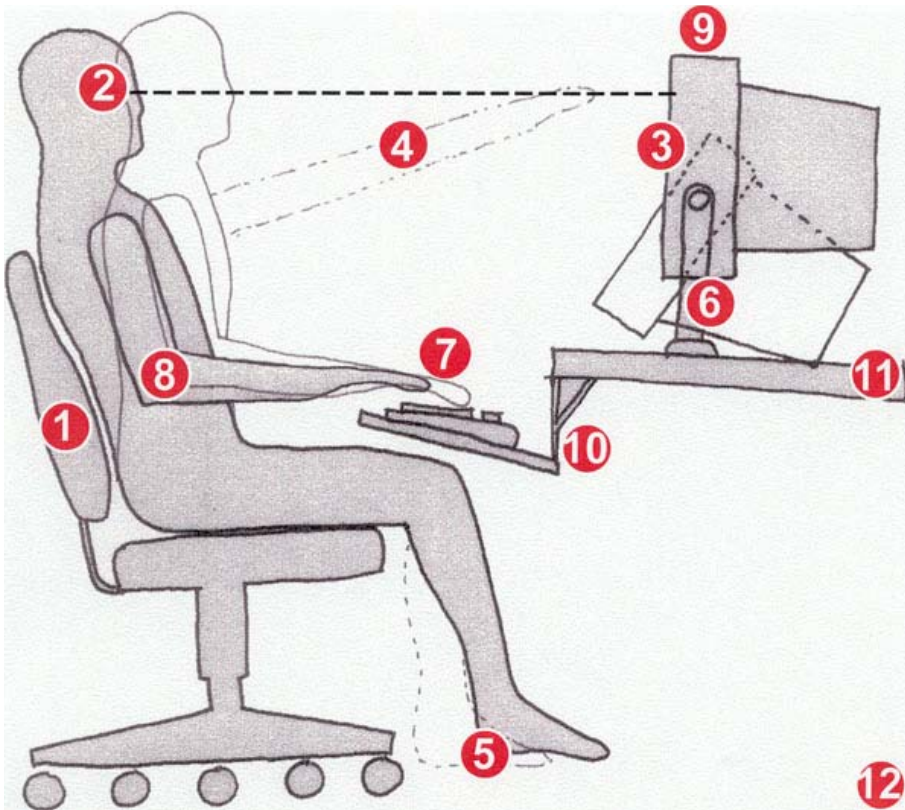


Computer Workstation Ergonomic Self Evaluation

Use this guidance to perform a preliminary evaluation of your workstation, and make any adjustments that are necessary to achieve a correct neutral posture. If you need instructions on how to operate the adjustable features of your workstation or chair, contact your supervisor and ask for an evaluation by **Risk Management 720-913-3348**.



1. Adjust the back support of your chair so that it supports your lumbar spine.
2. The top inch of visible monitor screen should be level with your eyes.
3. Move light sources or cover windows to remove glare or reflections from the screen.
4. The distance to the monitor should be such that when you are seated comfortably, you can see the screen clearly without needing to squint or lean forward.
5. Your feet should rest flat on the floor. Your monitor and keyboard should be adjusted so you can sit down at this level.
6. If you spend significant time working from documents to the screen, you should have a document holder.
7. Your wrists should be flat and straight in relation to your forearms when using the keyboard or mouse.
8. Your arms should hang relaxed and close to your body with no effort put into keeping your shoulders in position or your elbows out. Your elbows should be bent at about a 90 degree angle.
9. The monitor and keyboard should be centered in front of you, not off to an angle.
10. Adjust the keyboard tray to a negative tilt, which means tilting down as it goes away from you.
11. Take frequent micro-breaks i.e. 20 seconds to 2 minutes.
12. Report any work-related discomfort or symptoms to your supervisor immediately. Risk Management – Safety Unit provides ergonomic assessments **720-913-3348**.