UC Davis Health System - Computer Workstation Self Evaluation

Assessment Date: ______________
Employee Name:  _______________________ Employee ID#: ____________________
Department:  ___________________________ Supervisor: _______________________
Union Affiliation: _______________________ Date of Hire (if new hire) ____________

Reason for Assessment (circle any that apply):
New Employee  Transfer to new workstation  Equipment Request  Discomfort  Routine Check

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Correction (if applicable)</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td><strong>Seated Position</strong></td>
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<tr>
<td>Do you know how to adjust your chair?</td>
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<td>Is your chair adjusted for support &amp; comfort?</td>
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<td>Are your feet firmly supported by the floor or a footstool?</td>
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<td><strong>Arm Position when using the computer</strong></td>
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<tr>
<td>Are shoulders relaxed?</td>
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<td>Are elbows next to your sides, not reaching forward?</td>
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<td>Is the keyboard at your seated elbow height?</td>
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<td>Is the mouse or trackball at the same height and next to the keyboard?</td>
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<td>Are wrists straight (not bent up/down/or side to side)</td>
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<td>When typing?</td>
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<td>When using the mouse or trackball?</td>
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<td><strong>Head Position</strong></td>
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<td>Is your head upright &amp; straight-not severely bent or turned</td>
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<td>When viewing the monitor?</td>
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<td>When looking at documents or copy?</td>
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<td>Are frequently used items close?</td>
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<td><strong>Work Habits</strong></td>
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<td>Do you reduce repetitive typing and mouse use through use of macros, shortcut keys, arrow keys?</td>
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<td>Do you take short microbreaks away from the computer throughout the day?</td>
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<td>Have you received, reviewed, and do you understand how each of the following documents applies to your workstation and work habits?</td>
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<tr>
<td>Adjusting Your Computer Workstation to Fit Common Workstation and Work Habit Recommendations</td>
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Review with your supervisor, department safety coordinator, or trainer any items to which you answered “NO”.

“NO” Answers Review: Date:  ______  Employee Signature: ______________  Supervisor Signature: ____________

Send a copy of the completed form for New Employees and Employees transferring to a new workstation who are covered under the CUE Contract to HR: Workers’ Compensation Unit.

For further assistance contact the UCDHS Ergonomics Program at 734-6180
Adjusting your Computer Workstation to Fit

Regardless of your computer workstation set up, workstation adjustments should be made so you can work in the position shown. Pay attention to

- Upright neck and back positions
- Elbows remaining close to sides with shoulders relaxed
- Forearms level
- Wrists straight

Adjust chair for best fit with attention to

- Lower back support
- Pressure evenly distributed along back of thighs
- Feet supported by floor or footstool
- If used, adjust chair arms to elbow height when seated with shoulders relaxed

How you achieve correct positioning depends on your workstation configuration, equipment, and available adjustments. The following show some common configurations and steps in adjusting yourself:

**Keyboard and mouse placed on a desktop:**

- Adjust chair for best fit
- Raise or lower chair so with elbows in at sides and shoulders relaxed, you are at elbow height relative to the keyboard. This may mean the feet no longer remain on the floor.
- Provide foot support as needed to maintain even pressure across the back of the thighs.
- Raise or lower the monitor so the head and neck are upright when viewing the monitor. Bifocal and progressive lens users typically need the monitor in a lowered position.
- Position keyboard and mouse close to the front of the work surface so elbows can remain at sides when using either.
- Keep frequently used items (e.g. phone, documents) close.

**Keyboard and mouse on adjustable keyboard tray:**

- Adjust chair for best fit
- Position chair height where comfortable.
- Adjust keyboard tray height to your seated elbow height.
- Raise or lower monitor so head and neck are upright when viewing the monitor. Bifocal and progressive lens users who cannot lower the monitor far enough may need to adjust chair height for upright head and neck positions then readjust keyboard tray height to seated elbow height.
- Stay close to the keyboard tray so elbows can remain at sides when using the keyboard and mouse.
- Keep frequently used items (e.g. phone, documents) close.
Avoid Awkward Neck Positions

A. Avoid trapping the phone between your ear and shoulder. Doing so takes your neck out of an upright position and requires tension in the neck/shoulder muscles to shrug your shoulder.

Possible solutions:
   1. Hold the phone with your hand
   2. Use a headset

B. Assure you are not tipping your head up to see the monitor, a common problem for bifocal users.

Possible solutions:
   1. Lower the monitor
   2. Raise your chair. Be sure to adjust keyboard and mouse height to maintain them at elbow height.
   3. Lower contents on the computer screen so you no longer have to tip your head up to see them

C. Avoid sustained bending of your neck when viewing documents used for computer work or during deskwork.

Possible solutions:
   1. Use a document holder for items needed when on the computer.
   2. Incline items on your desk when writing. A 3-ring binder notebook can serve as a reading/writing board.
D. Avoid extreme turning of the neck to see who is behind you

Extreme Turn of Head - Incorrect

Turning chair - Correct

Possible solutions:
1. Get in the habit of turning your entire body instead of just your neck
2. Mount a mirror in front of you so you can view what is behind you without turning

Keep wrists straight

A. Assure keyboard remains flat for straight (neutral) wrist positions. Lower flippers on back side of the keyboard.

Keyboard Legs Up, Wrists Bent–Incorrect

Keyboard flat, Wrists Straight - Correct

B. Work with keyboard and input device (mouse, trackball, touchpad) at your elbow height for straight (neutral) wrist positions.

Keyboard Below Elbow Height – Incorrect

Keyboard at Elbow Height– Correct

Mouse Below Elbow Height – Incorrect

Mouse at Elbow Height - Correct

C. Use two hands when lifting large medical records, books, or binders. Use of two hands allows you to control your wrist position and requires less grip force.
D. Avoid side to side wrist movement when using the keyboard and input device. Side movement of the wrist increases if you rest your wrist firmly on a wrist rest. Allow your arm to move to the location needed instead of keeping your arm in a fixed position and deviating your wrist to the side.

Excess Reaching/Wrist Deviation – Incorrect  
Move Arm/Straight Wrist - Correct

Wrist Deviation with Mouse – Incorrect  
Move Arm/Straight Wrist - Correct

**Reduce input device (e.g. mouse) use**

A. Use arrow keys when possible instead of the mouse

B. Use enter key instead of clicking mouse when dialogue boxes are highlighted

C. Learn and use short cut keys for commonly used functions. For a listing of short cut keys for a given program, open the program then search “help” for shortcut keys.

D. Alternate mouse use between right and left hands.
Reduce hand tension

A. Avoid resting palms of hands on a wrist rest when typing. It is fine to rest the palms between typing movements, but not recommended when actively typing. Resting when typing results in excessive reaching with the fingers to reach the keys and this increases tension in the hands.

B. Type quietly. Many individuals press the keyboard keys with more force than necessary. The louder your typing, the harder you are pressing. Try to type quietly and be soft on the keys.

C. Slow typing speed slightly. Increased typing speed requires increased hand tension. By slowing your typing speed even 5-10%, you can greatly lessen hand tension.

D. Lighten and release grip on mouse. Check your grip on the mouse and try to lighten. When not actively using the mouse, remove your hand from it to release tension in your hand.

E. Lighten your grip on writing pens and pencils. Use of wider diameter pens and/or pencil grips tends to lighten grip. Use of RollerBall or very fine felt tip pens encourages use of lighter grip when writing.
F. Microbreaks interrupt hand tension. Microbreaks are 30-60 second breaks that allow the body to rest from activity. Gentle stretching of the neck, shoulder or forearms can be done in conjunction to microbreaks. Taken on a regular basis (every 30-60 minutes), microbreaks can prevent build up of neck, shoulder, forearm and hand tension.

G. Focus on normal breathing patterns to reduce muscle tension.

**Prevent Eye Fatigue**

A. Control glare on the computer monitor.
   a. When possible, orient the computer monitor perpendicular to any outside room windows. If this is not possible, control window light through use of window coverings.
   b. Avoid tipping the monitor excessively since this may cause glare from overhead lights. Instead, raise the monitor from the base.
   c. Assure task lighting does not reflect into the monitor as a source of glare.
   d. Use a glare screen if glare cannot be avoided

B. Avoid having a bright light source behind or directly over the monitor
   a. Avoid placing monitor in front of an outside window. If this is not possible, control window light through us of window coverings.
   b. Avoid placing monitor directly over a bright light source. If this is not possible, control the amount of light through use of existing light switches and/or asking to have lighting diminished.

C. Assure contents on monitor are easily seen
   a. Adjust distance from monitor to avoid straining to see contents
   b. Modify text size as needed
   c. Modify screen contrast/color as needed

D. Avoid extended periods of constant computer work. Include a change in eye focus distance with regular microbreaks
   a. Focus on distant items to change eye muscle position
   b. Shut or cover eyes to allow eye muscles to rest
Tilt tension
Turn knob toward left side of chair to increase tension.

Height-width pivot-arms*  
Squeeze trigger to raise or lower armrest. Grasp arm caps to slide width in/out and to pivot.

Seat angle  
Lift paddle and shift your weight to tilt seat forward or back.

Seat depth*  
Lift paddle and slide seat forward or back.

Seat height  
Lift paddle to raise or lower seat height.

Back height  
While seated, pull handle toward you and raise or lower. (You may need your other hand to keep back ascended.)

Variable back stop  
Hold switch forward while you lean back. Release to set maximum recline angle. To restore full tilt, release switch when fully reclined.

Foot ring height* (stool only)  
Lift ring and rotate counterclockwise, raise or lower, then turn clockwise to lock.

*Optional features (may not be included on your chair).
For Français and Español versions visit www.steelcase.com.