

PITT ENVIRONMENTAL HEALTH & SAFETY LABORATORY WORKSTATION EVALUATION CHECKLIST

The following laboratory workstation checklist will help you to identify some important risk factors that can contribute to work-related musculoskeletal disorders.

This checklist can be completed to determine whether or not your workstation is properly designed for your work tasks.

Name:

Job Title:

Telephone:

Date:

Department:

Supervisor:

COMPUTER WORKSTATIONS	YES	NO
Does your chair have an adjustable height seat?		
Does your chair or stool provide good support for your lower back?		
Do you have sufficient leg room and knee clearance when working at the computer?		
Do your feet rest flat on the floor or on a footrest?		
Is the computer monitor positioned so that the top of the monitor is approximately at your eye level?		
Is the monitor at about arm's length distance away from you? (18"-30")		
Are your shoulders relaxed, with elbows at 100-110 degree angle, and wrists in a straight (neutral) position when using your keyboard and mouse or trackball?		
If you frequently use documents, is there a document holder placed between the monitor and keyboard?		
Are the monitor, keyboard and copyholder positioned directly in center front of you?		

LABORATORY BENCHES		
Is the height of your bench appropriate for work tasks? (Above elbow height for precision work; just below elbow height for light work; and 4-6 inches below elbow height for heavy work)		
If you stand for extended periods when working, do you have an anti-fatigue mat to stand on or a stool to elevate one foot on?		
Is adequate leg room available?		
Do bench tops or work surfaces have rounded edges?		
LABORATORY BENCH CHAIR		
Does your chair provide you with sufficient (low back) lumbar support?		
Does the seat pan and seatback tilt forward to provide support when you are working in a forward posture?		
If you cannot sit with feet flat on the floor, is there an adjustable foot ring or footrest available?		
Does the chair have adjustable arms that allow for sitting close to workbench to complete work?		
Are chairs made of an easily cleaned material such as vinyl?		

MICROSCOPES	YES	NO
Is there an adjustable chair available that provides adequate back support, adjustable height, and adjustable seat angle?		
Is the microscope positioned so that you can sit upright in a comfortable position to view through the eyepiece?		
Is the microscope pulled out to the edge of the workbench?		
Are armrests or padding provided?		
Are microscope work breaks provided every 30-60 minutes?		

PIPETTING		
Are electronic or light touch pipetter available for intensive pipetting (i.e. more than 2 hours per day)?		
Are latch-mode or light touch pipetter provided for repetitive pipetting tasks?		
Is the pipetter designed for fingers to operate controls (instead of thumb)?		
Are trays, beakers and supplies used within easy reach?		
Are your wrists in a straight or neutral position when working?		
MICROTOME AND CRYOSTAT		
Is a fully adjustable chair available? (i.e. one with height, seat pan and seatback tilt adjustments)		
Are work materials positioned within close and easy reach?		
Is your microtome handle retrofitted with an adapter to allow operation with your hand in a pistol grip position?		
Do you alternate holding pinch grips or forceps between the index and middle fingers and the thumb and index finger?		
MISCELLANEOUS		
Are vials with the fewest allowable number of threads used?		
Do contact stresses exist between your forearm, wrist, and/or elbow and workbench (i.e. sharp edges or hard surfaces)?		
Do you take stretch breaks intermittently throughout the day?		
Do you use headsets when frequent telephone work is combined with laboratory tasks?		
Do you know how to adjust your chair, keyboard tray and other workstation accessories?		
Are you aware of resources within the organization for information on ergonomics?		