

Workstation Checklist

"NO" response indicates potential problem areas that should receive further investigation.

1. Does the work space allow for full range of movement within the workstation?	YES	NO	NA
2. Is the height of the work surface adjustable?	YES	NO	NA
3. Can the work surface be tilted or angled to provide a comfortable view of the job being done?	YES	NO	NA
4. Is the workstation designed to reduce or eliminate:			
• Bending or twisting at the wrist?	YES	NO	NA
• Reaching above the shoulder?	YES	NO	NA
• Static muscle loading?	YES	NO	NA
• Full extension of the arms?	YES	NO	NA
• Raised elbows?	YES	NO	NA
5. Are the workers able to vary posture?	YES	NO	NA
6. Are the hands and arms free from sharp edges on work surfaces?	YES	NO	NA
7. Is an armrest provided where needed?	YES	NO	NA
8. Is a footrest provided where needed?	YES	NO	NA
9. Is the floor surface free of obstacles and flat?	YES	NO	NA
10. Are cushioned floor mats provided for employees required to stand for long periods?	YES	NO	NA
11. If a chair/stool is provided, is its design and adjustability satisfactory and suited to the task? (Back support, vertical adjustability, etc.)	YES	NO	NA
12. Are all task elements visible from comfortable positions (seated or standing)?	YES	NO	NA
13. Is there a preventive maintenance program for mechanical aids, tools, and other equipment?	YES	NO	NA
14. Is the worker able to work within the comfort and functional reach zones?	YES	NO	NA
15. Is it possible for the worker to alternate sitting and standing when performing the task?	YES	NO	NA
16. Is there adequate space at the workstation to perform the work effectively and comfortably?	YES	NO	NA
17. Can position of tools/equipment and controls be adjusted to suit the worker?	YES	NO	NA
18. If parts and materials containers/bins/tubs/carts are used, are they conveniently placed?	YES	NO	NA
19. Are mechanical aids and mechanical handling equipment available?	YES	NO	NA
20. Is the workstation accessible to material handling equipment?	YES	NO	NA
21. Is clearance space in the workplace adequate for maintenance tasks?	YES	NO	NA

OVER TO ADD COMMENTS

COMMENTS