

Computer Operator's Checklist

Answer the following questions to determine if you use proper technique when working at your computer. If you do not answer “yes” to a question, an adjustment to your station is recommended. View the TeamHealth Ergonomics Guide and Travelers Ergonomics Training for more information.

Posture:

1. Are you sitting against the back of your chair while you work?
2. Is your head/neck upright and centered over your shoulders when you look at the screen or documents?
3. Is your head level and relaxed and your eyes focused on the upper quadrant of your screen when you look at your monitor?
4. Are your shoulders relaxed when keying and using the mouse?
5. Are your arms close to your sides when you use the keyboard?
6. Are your elbows bent at approximately 110 to 120-degree angle when you use the keyboard?
7. Are your wrists in a neutral position (aligned with your forearm) when keying?
8. Are you avoiding awkward postures such as an extended finger or thumb when keying?
9. Do you use a headset rather than cradling the telephone between your head and shoulder?

Work Technique:

1. Are you using a light touch to key?
2. Do you avoid leaning on the wrist rest while keying and mousing?
3. Are you holding your mouse loosely with your hand and fingers in a relaxed position?
4. Do you let go of the mouse when not using it?
5. Do you take 20-second breaks after every 20 minutes of keying?

6. Do you take eye breaks and look at the distance every 20 minutes?
7. Do you blink while you look at the screen?
8. Do you take stretch breaks throughout the day?
9. Have you optimized your settings on your computer to make your work easier?
(i.e. flicker rate, mouse speed, font size)
10. Do you know how to adjust your keyboard tray and chair?
11. Do you keep items that you use frequently (i.e. phone, stapler) close to you so you do not have to reach?