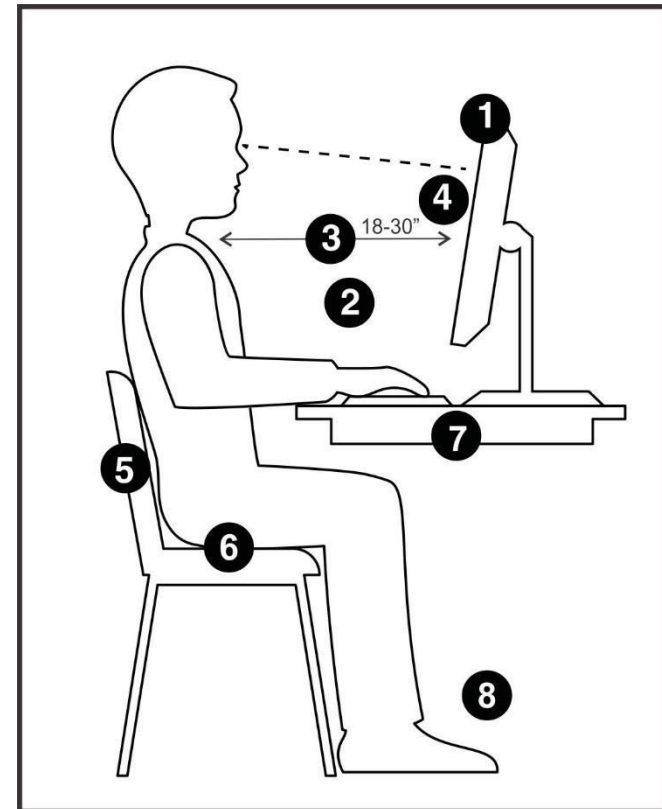


WORK STATION AREA CHECKLIST

Prior to evaluating keyboarding skills check to ensure the work station is set up properly.

1. The top of the monitor screen is at or below eye level.
2. The monitor and the keyboard are directly in front of the head and body.
3. The viewing distance from the individual to the computer monitor is somewhere between 18 and 30 inches (about arm's length).
4. There is no glare (i.e. from windows or lights) reflecting on the monitor screen.
5. The seat provides support for the lower back.
6. The seat width and depth are suitable.
7. The work surface is at the proper height (i.e. forearms are horizontal or angled slightly downward).
8. Legs and feet have enough space under the work surface.
9. Any accessories (i.e. computer mouse) are within reach.



Reference: United States Department of Labor OSHA. Computer Workstations eTool. Retrieved on 11/6/2016 at https://www.osha.gov/SLTC/etools/computerworkstations/checklist_evaluation.html