

Use this checklist to evaluate your laboratory workstation. Circle your response, Yes or No, to each question. Responses with an asterisk, *, require you to work with your supervisor to reduce ergonomic stresses. For additional information, access Environmental Health and Safety's web site at www.ehs.uc.edu. EH&S also performs ergonomic assessments, call 556-4968 for details.

Computer Workstations

Yes No* 1. Is a seat provided?

Yes No* 2. Is the seat height adjustable?

Yes No* 3. Is lumbar back support provided?

Yes No* 4. Is a footrest provided?

Yes No* 5. Is there ample leg room?

Yes No* 6. Are all adjustable features easy to use?

Yes No* 7. Is there ample room to accommodate a keyboard and a computer mouse so the employee can rest their arms at their side and forearms parallel to the floor?

Yes No* 8. Is there ample room to place the monitor at arm length's distance?

Yes No* 9. Is the monitor at the recommended height?

Yes No* 10. If documents are frequently used, is there a document holder?

Laboratory Benches

Yes No* 1. If the worker stands, is anti-fatigue matting supplied?

Yes No* 2. Is the height of the bench appropriate for the work that is performed?

Yes No* 3. Is there adequate leg room?

Yes No* 4. Do contact stressors exist such as bench tops with sharp edges?

Laboratory Chairs

Yes No* 1. Can all laboratory chairs be adjusted to accommodate all of the employees who need to use the chairs?

Microscopes

- | | | | |
|------|-----|-----|--|
| Yes* | No | 1. | Do the shoulders appear rounded and/or is the worker hunched over? |
| Yes* | No | 2. | Is there excessive neck flexion (>25 degrees)? |
| Yes* | No | 3. | Are there contact stresses between sharp edges and the forearms? |
| Yes | No* | 4. | Is the microscope pulled out to the edge of the workbench? |
| Yes | No* | 5. | Are armrests or padding provided? |
| Yes | No* | 6. | Is there sufficient leg room? |
| Yes* | No | 7. | Does the worker rest their feet on the lab stool? |
| Yes | No* | 8. | Is there a foot rest provided? |
| Yes | No* | 9. | Has the individual been trained how to properly sit at a microscope workstation? |
| Yes | No* | 10. | Are microscope work breaks provided? |

Pipetting

- | | | | |
|------|-----|----|--|
| Yes* | No | 1. | Are manual pipettors used? |
| Yes | No* | 2. | Are electronic pipettors provided? |
| Yes | No* | 3. | Are latch-mode pipettors provided? |
| Yes | No* | 4. | Is the pipettor designed to reduce contact with sharp edges? |
| Yes | No* | 5. | Has the individual been trained how to properly operate the pipettor (e.g., pickup tips, eject tips, program electronic pipettor, etc.). |
| Yes* | No | 6. | Does the worker pipette more than 2 hours per day? |
| Yes | No* | 7. | Are frequent breaks provided? |
| Yes | No* | 8. | Is the pipettor computer-controlled to allow for computer-activated multiple dispensing instead of finger-activated dispensing? |
-

Fine Motor Skills

Yes No* 1. Are vials with the fewest amount of threads allowable used?

Yes* No 2. Does the worker perform dissection or micro-manipulation with forceps more than 5 hours per week?

Yes No* 3. Are frequent micro breaks provided?

Yes* No 4. Do contact stresses exist between the forearm and workbench?

Microtome and Cryostat

Yes* No 1. Does the worker use excessive wrist flexion and extension when operating the microtome or cryostat?

Yes No* 2. Is the workstation at a height that reduces arm abduction as much as possible?

Yes No* 3. Does the worker have access to an automatic microtome/cryostat?

Yes No* 4. Are frequent breaks provided?

Yes No* 5. Is a fully adjustable chair provided?

Original checklist from the National Institute of Environmental Health Sciences, NIEHS, web site, <http://www.niehs.nih.gov/home.htm>.