

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

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|-----|-----|-----|--|
| 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

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|-----|-----|----|--|
| 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

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

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|------|-----|-----|--|
| 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 footrest 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? |
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Pipetting

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|------|-----|----|--|
| 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? |
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Fine Motor Skills

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|------|-----|----|---|
| Yes | No* | 1. | Are vials with the fewest number 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

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|------|-----|----|---|
| 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? |
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Original checklist from the National Institute of Environmental Health Sciences, NIEHS, web site, <https://www.niehs.nih.gov/>.