Workstation Evaluation Checklist

Our managed care approach to worker’s compensation coverage helps you evaluate and make your workplace safer and more productive.

If fifty percent of a worker’s time involves use of a video display terminal, we recommend making the work station a priority. The following steps will help you assess the safety level of your company’s work stations.

Adapt the Work Station to Prevent Injury
Take a proactive approach when evaluating employee work stations. Following these simple steps can help prevent work-related injury.

- Adapt every employee’s work station during his or her orientation
- Solicit input from current employees, and investigate their concerns and suggestions
- Identify any non-occupational routines, such as hobbies and sports, or medical considerations which may affect an employee’s work station needs

Adjust Equipment to Fit the Employee

- Adapt the work station to the employee by focusing on posture.
- Raise or lower the chair as needed
- Raise or lower the desk as needed
- Determine whether work tables fit the employee
- Provide a foot rest and/or adjustable arms for chairs
- Eliminate sharp edges on tables and desks
- Provide lumbar support

Minimize Screen Glare
Take the following steps to minimize screen glare.

- Locate the monitor perpendicular to windows and parallel with lighting
- Avoid shiny work surfaces
- Use glare screens

Place Other Equipment Conveniently

- Provide headsets if telephone use is integral to the position
- Place calculators conveniently if they are important to a position

Plan Daily Tasks
Provide breaks from routine tasks by implementing the following suggestions.

- Avoid straight keyboarding for more than one hour
- Use filing, data analysis, other projects, test breaks, exercise, cross training, and educational time outs to minimize routine
- Avoid single task operations such as straight transcribing
- Use flex time with part-time employees

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

United Heartland is the marketing name for United Wisconsin Insurance Company, a member of AF Group. All policies are underwritten by a licensed insurer subsidiary of AF Group.