

Laboratory Ergonomics Checklist

Laboratory Benches	Response	Comments
1. If employees stand, is anti-fatigue matting supplied?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Is the height of the bench appropriate for the work that is performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Is there adequate leg and foot room?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are work areas free of contact stressors, such as bench tops with sharp edges?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Are frequently used items within easy reach?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Laboratory Chairs		
Laboratory Chairs	Response	Comments
1. Can all laboratory chairs be adjusted to accommodate all employees who need to use the chairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are appropriate footrests or adjustable foot rings provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Do employees know how to adjust the chairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are chairs free of armrests?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Microscopes <input type="checkbox"/> N/A	Response	Comments
1. Do employees work with neutral shoulder postures (without rounded shoulders or in a hunched position)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Do employees work with neutral neck postures (without excessive neck flexion >25 degrees)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Is the work area free of contact stresses between sharp edges and the forearms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is the microscope pulled out to the edge of the workbench?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Are armrests or padding provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Is there sufficient legroom?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Do employees rest their feet on the floor or an appropriate footrest (rather than the lab stool)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Have employees been trained how to properly sit at a microscope workstation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Are microscope work breaks provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Pipetting <input type="checkbox"/> N/A	Response	Comments
1. Is manual pipette use minimized?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are electronic pipettors provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are latch-mode pipettors provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is the pipettor designed to reduce contact with sharp edges?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Have employees been trained how to properly operate the pipettor (e.g., pickup tips, eject tips, program electronic pipettor, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Is pipetting frequency minimized (less than 2 hrs per day)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Are frequent breaks provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Is the pipettor electric or multi-channeled to allow for computer-activated multiple dispensing instead of finger-activated dispensing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Fine Motor Skills <input type="checkbox"/> N/A	Response	Comments
1. Are vials with the fewest amount of threads allowable used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are dissection or micromanipulation tasks with forceps performed less than 5 hours per week?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are frequent micro breaks provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is the work area free of contact stresses between the forearm and the workbench?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Microtomes/Cryostats <input type="checkbox"/> N/A		
Microtomes/Cryostats <input type="checkbox"/> N/A	Response	Comments
1. Do employees use neutral postures when operating the microtome or cryostat (without excessive wrist flexion and extension)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Is the workstation at a height and distance that reduces arm abduction as much as possible?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Do employees have access to an automatic microtome/cryostat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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4. Is a fully adjustable chair provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Is there sufficient legroom?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Laboratory Hoods and Biosafety Cabinets <input type="checkbox"/> N/A	Response	Comments
1. Is a chair provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Is ample legroom provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are anti-fatigue mats used if employees stand?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are materials inside the hoods/biosafety cabinets as close as possible so as not to require reaching?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Are lighting levels inside the hoods/biosafety cabinets appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Do employees work with neutral postures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Are frequent breaks provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Computer Workstations <input type="checkbox"/> N/A	Response	Comments
1. Is a chair provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Is the chair height adjustable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are all adjustability features easy to use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is lumbar back support provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. If armrests are present, are they adjustable or unobtrusive?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Is a footrest provided for those who need it?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Is there ample legroom?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Are the heights of the keyboard and mouse adjustable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Is there ample room to accommodate a keyboard and mouse so employees can rest their arms at their sides and forearms parallel to the floor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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10. Is there ample room to place the monitor at arm length's distance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Is the monitor at the recommended height?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Is the monitor directly in line with the keyboard?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13. If documents are frequently used, is there a document holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Do employees know how to adjust the chair and computer workstation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Miscellaneous		
	Response	Comments
1. Are frequently used items within easy reach?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are frequently accessed items stored between elbow and shoulder level?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are lighting levels appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

NOTE: You should follow up on all "No" responses. Contact the Ergonomics PM at navfacafetyergonomicspm@navfac.navy.mil for assistance if necessary.

*Adapted from the NIEHS Laboratory Self-Assessment Checklist