Lab Workstation Checklist

Name	
Supervisor Name	
Date Completed	

Workstation Item	Yes	No	Possible Modifications	Comments or Action
1. Standing & Seated Workstation				
Is the height of the bench or workstation appropriate for the work being performed? a. Work can be positioned close to elbow height b. Work can be performed with shoulders relaxed	☐	☐	☐ Adjustable height benches ☐ Adjustable lab stool/chair ☐ Platforms such as desk adaptors, putting items on books/boxes/stands ☐ Move the task to a seated workstation with height adjustability options	
Are frequently used tools and materials located within arm's reach?	☐	☐	☐ Reposition tools and materials within easy arm's reach (no extraneous reaching, twisting, or leaning required) ☐ Use tool organizers, turntables, storage bins, pipette holders, carousel	
Is there adequate knee and foot clearance when standing or sitting in front of the bench or workstation? a. Chair can slide in under counter b. Knees/feet don't hit shelves/drawers under station	☐	☐	☐ Work at open bench cut outs ☐ Remove supplies and equipment from bench cut out areas ☐ Modify workstations (remove drawers under counter)	
When seated, is there adequate foot support (footrail or rest)?	☐	☐	☐ Install footrails or purchase chairs with footrails ☐ Adjust height of footrail	

			☐ Use footrest, boxes, etc.	
When standing for long periods of time in one area, are feet being adequately supported?	☐	☐	☐ Use anti-fatigue mats ☐ Wear cushioned shoes and in-soles ☐ Alternate propping a foot on a footrest or other surface	
Do tasks require resting the upper limb on the work surface?	☐	☐	☐ Rest carpal bones or elbows on surfaces rather than soft tissue of forearm/wrist ☐ Use support pads or wearing long sleeves	
Are seated workstations available for tasks requiring precision and/or close inspection?	☐	☐	☐ Provide arm supports for stability (arm rests) ☐ Provide seating options ☐ Provide adjustable work platforms to position work at optimal height	
2. Lab Stools/Chairs				
Can the lab chairs be adjusted to accommodate all workers? a. Seat height appropriate for work at height of benches (maintaining upright posture, relaxed shoulders)? b. Feet supported on floor, footrest or ring?	☐	☐	☐ Provide chairs with adjustable height and depth seats and backrests ☐ Provide chairs with adjustable foot rings or provide footrests	
Are armrests adjustable or removable if they interfere with work?	☐	☐	☐ Adjust armrests to provide support with shoulders in neutral positions ☐ Remove armrests	
Are appropriate footrests or foot rings provided?	☐	☐	☐ Provide footrest, box, or other platform ☐ Install foot ring on chair	
Do employees know how to adjust chairs (and other equipment) to suit their stature?	☐	☐	☐ Train employees	

3. Microscopes				
Can employees view the eyepieces with neutral neck, shoulder, and back postures (minimal neck flexion, shoulders relaxed, upright posture and back supported by chair)?	☐	☐	☐ Reposition microscope height and/or angle ☐ Reposition worker posture, seat height, table height ☐ Use video display system	
Is the microscope positioned within easy reach of the worker (close to edge of the workbench when in use)?	☐	☐	☐ Reposition microscope closer to edge ☐ Reposition worker posture, sit/stand closer to the bench	
Can the microscope be positioned/adjusted to promote neutral head, neck, shoulders, and arm postures when used?	☐	☐	☐ Use adapters like positioning plate, platform, video systems, optical wedge, extended eye tube, eyepiece adapter	
Are arms supported by worksurface or armrests for prolonged work?	☐	☐	☐ Use/adjust armrests, pads, other supports ☐ Adjust worker position	
Are breaks taken?	☐	☐	☐ Increase frequency of work breaks or institute task rotation ☐ Reduce eye strain by utilizing the 20/20/20 rule (every 20 min look 20 feet away for 20 sec)	
4. Pipettes				
Mindful of amount of time manual pipetting is performed per day?	☐	☐	☐ Increase frequency of work breaks or integrate more task rotation ☐ Consider use of alternative pipettes (electronic, latch-mode, multi-channel)	
Have employees been trained to select appropriate pipettes for certain tasks?	☐	☐	☐ Provide training	
Are racks, trays, beakers, and other supplies available and placed within easy reach?	☐	☐	☐ Provide racks and trays ☐ Position supplies within close reach	

			☐ Use pipette racks and organizers	
Are vials, tubes, and receptacles as low profile as possible?	☐	☐	☐ Provide shorter beaks and vials ☐ Provide short tips and tubes ☐ Provide short/angled waste receptacles	
Do workers pipette with shoulders relaxed, and arms/wrists in neutral postures?	☐	☐	☐ Employee training ☐ Adjust position or setup	
5. Micromanipulation				
If forceps are used for prolonged periods, are locking mechanisms, O-rings, or other aids used to reduce static or awkward pinch forces required?	☐	☐	☐ Provide adapted forceps (O-rings, pads/grips, self-closing, low force) ☐ Alternate fingers or hands used to handle tools	
Are vials easy to cap and thread?	☐	☐	☐ Provide easy opening caps ☐ Provide vials with minimal number of threads	
Are cap openers available?	☐	☐	☐ Provide decapping tools	
Are clamps and holders available to support test tubes and other materials that must be held for prolonged periods?	☐	☐	☐ Provide vial clamps ☐ Provide racks, holders, shelves, or organizers	
6. Fume Hoods and Biosafety Cabinets				
Is leg, knee, and foot clearance available to promote neutral sitting postures when using hoods or cabinets?	☐	☐	☐ Clear knee area under cabinet or hood ☐ Use height-adjustable chair or stool	
Can workers work with shoulders relaxed when sitting or standing?	☐	☐	☐ Consider height adjustable hood or cabinet, or use other objects to raise height of work area	
Are materials inside the hoods and cabinets easily reachable?	☐	☐	☐ Position materials closer to worker ☐ Use turntables, rotating organizers, angled platforms	

Are vials, tubes, and receptacles as low profile as possible?	☐	☐	☐ Provide low profile vials, tubes, and receptacles ☐ Angle receptacles to position within closer reach	
7. Other				
Are bottle dispensers and bottoms dispensing carboys available to dispense liquids?	☐	☐	☐ Provide bottle dispensers ☐ Provide bottom dispensing carboys ☐ Provide bottles with handles	
Are good manual material handling practices maintained?	☐	☐	☐ Provide assistive lifting devices (carts, dolleys) ☐ Receive assistance from other workers when required ☐ Avoid overfilling receptacles, carboys etc.	
Is there adequate and appropriate storage for supplies? a. Is there sufficient space available for supplies? b. Are heavy bottles and boxes stored on low shelves?	☐	☐	☐ Provide storage for supplies ☐ Rearrange work area ☐ Place heavy items between knees and chest level	
Have other ergonomics resources been referred to? a. Office Workstation Ergonomics b. Manual Material Handling Ergonomics c. Ergonomics training in VIP d. Exploration of content on H&S website	☐	☐	☐ Utilize available resources	
Notes				