# Laboratory Self-Assessment Checklist

**DATE:** ______________

**LABORATORY LOCATION:** _________________________________

## COMPUTER WORKSTATIONS

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is a seat provided?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>2. Is the seat height adjustable within the recommendations?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>3. Is lumbar back support provided?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>4. Is a footrest provided?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>5. Is there ample leg room?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>6. Are all adjustability features easy to use?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>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?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>8. Is there ample room to place the monitor at arm length’s distance?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>9. Is the monitor at the recommended height?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>10. If documents are frequently used, is there a document holder?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
</tbody>
</table>

## LABORATORY BENCHES

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If the worker stands, is anti-fatigue matting supplied?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>2. Is the height of the bench appropriate for the work that is performed?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>3. Is there adequate leg room?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>4. Do contact stressors exist such as bench tops with sharp edges?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
</tbody>
</table>

## LABORATORY CHAIRS

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Can all laboratory chairs be adjusted to accommodate all of the employees who need to use the chairs?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
</tbody>
</table>

## MICROSCOPES

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

## PIPETTING

...
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are manual pipettors used?</td>
<td>[ ]*</td>
<td></td>
</tr>
<tr>
<td>2. Are electronic pipettors provided?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>3. Are latch-mode pipettors provided?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>4. Is the pipettor designed to reduce contact with sharp edges?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>5. Has the individual been trained how to properly operate the pipettor (e.g., pickup tips, eject tips, program electronic pipettor, etc.).</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>6. Does the worker pipette more than 2 hours per day?</td>
<td>[ ]*</td>
<td></td>
</tr>
<tr>
<td>7. Are frequent breaks provided?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>8. Is the pipettor computer-controlled to allow for computer-activated multiple dispensing instead of finger-activated dispensing?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td><strong>FINE MOTOR SKILLS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Are vials with the fewest amount of threads allowable used?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>2. Does the worker perform dissection or micro-manipulation with forceps more than 5 hours per week?</td>
<td>[ ]*</td>
<td></td>
</tr>
<tr>
<td>3. Are frequent micro breaks provided?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>4. Do contact stresses exist between the forearm and workbench?</td>
<td>[ ]*</td>
<td></td>
</tr>
<tr>
<td><strong>MICROTOME AND CRYOSTAT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Does the worker use excessive wrist flexion and extension when operating the microtome or cryostat?</td>
<td>[ ]*</td>
<td></td>
</tr>
<tr>
<td>2. Is the workstation at a height that reduces arm abduction as much as possible?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>3. Does the worker have access to an automatic microtome/cryostat?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>4. Are frequent breaks provided?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
<tr>
<td>5. Is a fully adjustable chair provided?</td>
<td>[ ]</td>
<td>[ ]*</td>
</tr>
</tbody>
</table>

**NOTE:** You should follow up on all responses with a "*" beside the box.