

## Information Technology Services Worksite Assessment Checklist

	Yes	No	N/A	Comments
Are employees using/wearing safety glasses, when needed?				
For employees working on hardware or inside computers, have all metal accessories (rings/bracelets, zippers) been removed?				
Are computers being worked on internally unplugged and detached from all other equipment (printers, monitors, etc.)?				
Are headsets or other adaptive devices for telephones available? (e.g. employees can keep head upright/shoulders relaxed while using computer at the same time)				
Do workspaces and computer workstations have enough room to easily move around and perform work comfortably and without injury?				
Can computer workstations be adjusted? (e.g. feet on ground, adjustable screen height and keyboard)				
Are regular breaks encouraged?				