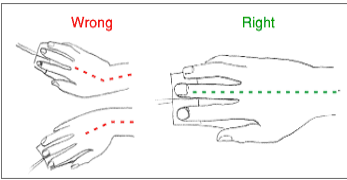


This checklist is designed to help you self-assess your home workstation and make some simple adjustments and improvements to optimise your comfort whilst working. Further information can be found at http://www.pb.unimelb.edu.au/ehs/workplace_ehs/office_ergonomics/.

Person name: _____ Division/Department: _____ Date: _____

Workstation location: _____
Please provide home address and name of room in which your workstation is located.

CRITERION	YES	NO	N/A	COMMENT(S)
1.0 Chair				
1.1 I have a comfortable, adjustable chair which supports my posture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 All chair adjustment mechanisms are in good working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 The back support is at an angle of 90-100 degrees to the seat pan, and there is approximately a hand width gap between the seat base and the back support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4 I can sit right back in the chair so the back support fits neatly into the hollow of my back, and there is approximately 2-3 finger-width clearance between the front edge of the seat and the back of my knee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5 When seated at the workstation with my hands on the keyboard I can achieve the following posture: <ul style="list-style-type: none"> • Shoulders relaxed and symmetrical, head in midline • Elbows slightly away from the body and slightly higher than wrists • Wrists in functional position (slightly extended - 10-20 degrees) • Hips slightly higher than knees • Thighs not making contact with under-surface of desk • Feet flat on the floor or a footrest (not dangling) <i>A footrest can be purchased from an office supplier store.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6 Chair arms are not present or are low enough to easily clear the desk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7 The chair is stable (does not slip or roll) on the floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.8 I break from sitting every 30 minutes for 1-2 minutes to stretch working muscles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.0 Desk				
2.1 The desk, whether fixed height or adjustable, is between 690mm and 720mm high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 I have sufficient leg room, and do not store items under the desk that encroach on this space or compromise my posture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 If there is an adjustable keyboard shelf, it is adjusted flush with the desk and does not encroach on leg room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0 Computer Monitor				
3.1 The monitor is directly in front of me and approximately arm's reach away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 The monitor is perpendicular (flat) not tilted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 The top of the monitor is at the same height as my eyes. If wearing multi-focal lenses, it should be lower to avoid extending the neck back	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4 The screen is adjusted to a comfortable level of brightness, contrast and font size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5 The monitor is positioned so light sources do not impact the screen, e.g. glare or reflections do not affect my visual comfort; I am not looking into strong light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6 I scroll my work up to the top half of the monitor to reduce neck bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In the event of using a laptop computer:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.7 I use a laptop stand to raise the laptop so the top of the screen is at the same height as my eyes. <i>A stable box or phone books may suffice</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.8 I use an external keyboard and mouse with the laptop. <i>These items are readily available at office suppliers and stores that carry computer accessories.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.0 Keyboard				
4.1 The keyboard is positioned directly in front of me at a distance from the edge of the desk that feels comfortable for me. <i>Note: this may be close to the edge of the desk for highly skilled keyboard operators, or further away for less skilled keyboard operators</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CRITERION	YES	NO	N/A	COMMENT(S)
4.2 I keep my fingers slightly bent and strike the keys softly when keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3 My wrists are slightly extended (10-20 degrees) whilst keying, and not resting on the desk creating a sharp angle at the wrist joint. If resting on the desktop, a keyboard wrist pad should be trialled. <i>Keyboard wrist pads are available from office suppliers and stores that carry computer accessories.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4 I take micro-pauses and rest breaks (5-10seconds every 5-10 minutes) when performing prolonged periods of keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5 I am familiar with keyboard shortcut keys and use them wherever possible in preference to mouse operation - see EHS website for keyboard shortcut keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.0 Mouse				
5.1. My mouse comfortably fits my hand and works freely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 My mouse is positioned close to the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3 My mouse pad is flat and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4 My mouse posture involves <ul style="list-style-type: none"> • Shoulder relaxed • Elbow close to side of body • Forearm supported on desk top • Wrist still - not moving from side to side • Middle finger maintained in line with forearm • Circular, smooth, whole arm movements 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5 I take micro-pauses and rest breaks (5-10 seconds every 5-10 minutes) when performing prolonged periods of mouse work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0 Desktop Items				
6.1 A document holder is used if transcribing information from hard copy to computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2 If used, a document holder is positioned between the monitor and the keyboard or adjacent to and at the same height as the screen. <i>Document holders are available from office supplies stores</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3 Speaker phone option is available for prolonged calls, or where phone conversation and simultaneous keying/ writing is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4 A headset is available for prolonged or frequent telephone calls, or where phone conversation and simultaneous keying/writing is required. <i>Headsets are available from office suppliers and stores that carry computer/phone accessories.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5 There is adequate room on the desktop to accommodate all necessary items and frequently used items are located within comfortable reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.0 Physical Environment				
7.1 Noise levels are conducive to concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2 The lighting is adequate for the tasks that I perform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3 I feel comfortable with the room temperature and air flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4 There are no trip hazards e.g. cabling, mats, poor housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.5 Electrical cabling is ordered neatly around the work area to avoid contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.0 Manual Handling				
8.1 My work does not involve tasks that are physically heavy or demanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.0 Outcome				
9.1 I have been able to implement the above adjustments/ work methods and am comfortable with my workstation set up and environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2 I have purchased the relevant recommended equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3 I require additional equipment to achieve optimum posture and work methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

9.4 I have answered no to some of these questions and have not been able to resolve the issues.

I require assistance with: _____

