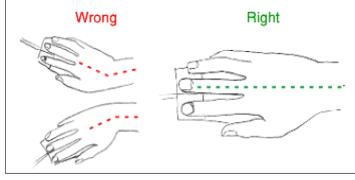



This checklist is designed to help you assess your workstation and make some simple adjustments and improvements to optimise your comfort at work. If needed, enlist the help of your supervisor/manager. More information: [http://www.pb.unimelb.edu.au/ehs/workplace\\_ehs/office\\_ergonomics/](http://www.pb.unimelb.edu.au/ehs/workplace_ehs/office_ergonomics/)

Division/Department: \_\_\_\_\_ Workstation location: \_\_\_\_\_

Person name: \_\_\_\_\_ Manager name: \_\_\_\_\_ Date: \_\_\_\_\_

CRITERION	YES	NO	N/A	COMMENT(S)
<b>1.0 CHAIR</b>				
1.1 I am familiar with all the adjustment mechanisms on my chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 I have checked that all 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"> <li>• Shoulders relaxed and symmetrical, head in midline</li> <li>• Elbows slightly away from the body and slightly higher than wrists</li> <li>• Wrists in functional position (slightly extended - 10-20 degrees)</li> <li>• Hips slightly higher than knees</li> <li>• Thighs not making contact with under-surface of desk</li> <li>• Feet flat on the floor or footrest (not dangling)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6 Chair arms are not present or are low enough to clear the workstation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7 I break from sitting every 30 minutes for 1-2 minutes to stretch working muscles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.0 DESK</b>				
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"/>	
<b>3.0 COMPUTER MONITOR</b>				
3.1 The monitor is directly in front of me and approximately arms reach away.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 It is perpendicular (flat) not tilted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 The top of the screen 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 It is adjusted to a comfortable level of brightness, contrast, font size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5 The screen is free from glare or reflections from light sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6 I scroll my work up to the top half of the screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.7 In the event of using a laptop computer for prolonged periods of time, I use a laptop stand and an external keyboard and mouse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4.0 KEYBOARD</b>				
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"/>	
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 foam keyboard wrist pad should be trialled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CRITERION	YES	NO	N/A	COMMENT(S)
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 short cut keys and use them where possible in preference to the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.0 MOUSE</b>				
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"> <li>• Shoulder relaxed</li> <li>• Elbow close to side of body</li> <li>• Forearm supported on desk top</li> <li>• Wrist still-not moving from side to side</li> <li>• Middle finger maintained in line with forearm</li> <li>• Circular, smooth, whole arm movements</li> </ul>				
				
5.5 I take micro-pauses and rest breaks (5-10seconds every 5-10 minutes) when performing prolonged periods of mouse work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6.0 DESKTOP ITEMS</b>				
6.1 A document holder is used if frequently transcribing from hard copy to computer is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2 The document holder is positioned between the monitor and the keyboard or adjacent to and at the same height as the screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3. A headset is available for prolonged or frequent phone conversations or if simultaneous keying /writing is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4 There is adequate room on the desktop to accommodate all necessary items and frequently used items are within comfortable reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7.0 PHYSICAL ENVIRONMENT</b>				
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 loomed neatly around the work area to avoid unwanted contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8.0 MANUAL HANDLING</b>				
8.1 My work does not involve tasks that are physically demanding or cause physical discomfort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9.0 OUTCOME</b>				
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 require equipment to achieve optimum posture and work methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3 I have answered no to some of these questions and have not been able to resolve the issues. I require assistance with: _____ _____ _____ _____ _____				
<b>Visual guide to optimal workstation posture</b> 				
<b>10.0 ADDITIONAL COMMENTS/ACTION PLAN/EQUIPMENT REQUIRED</b>				