



Workstation Self-Assessment

Use this checklist to help make the correct adjustments to the equipment and furniture at your workstation. You may need to seek assistance from your manager or a colleague for help in checking your posture and the relative positioning of your arms and legs whilst you make the adjustments.

If you are already suffering an injury or symptoms, or you need further assistance in setting up your workstation, please let your manager know.

Employee Name: _____

Date: _____

Desk, Keyboard & Mouse

Item	Instructions	OK ✓	Needs Further Assistance
Keyboard height	Adjust keyboard height so arms and forearms are at right angles or slightly greater and the forearms, wrists and hands are in a straight line. For a fixed height work surface, such as a bench or counter, you will need to make all the height adjustment with your chair, which should be adjustable to suit the bench/counter height or your workstation.		
Leg clearance at workstation	Space under the desk should be sufficient to allow free leg movement without obstruction. Depth should allow a proper sitting position while giving knee/foot clearance.		
Keyboard-to-user distance	Keyboard-to-user distance should allow user to relax shoulders with elbows hanging close to the body and keeps arms and forearms in a straight line.		
Keyboard slope	Position keyboard flat or only slightly sloped to avoid cocked wrist position.		
Keyboard posture	Keep wrists in line with forearm. Avoid supporting your wrists on any surface while typing or using the mouse.		
Mouse	Adjust mouse so it is close to and on the same level as the keyboard. Avoid holding elbow away from body or holding wrist at an angle to use the mouse.		
Lap top Computers	Laptop computers were designed for short-term or mobile use. If one is used regularly and for more than one to two hours per day while in the office a docking station should be used, full size monitor and keyboard.		

Chair & Posture

Chair	Check out how the adjustments on the chair work so you can adjust it to suit you and your workstation. Adjustment to alternative posture as required for different tasks is important to prevent strain injury (e.g. handwriting vs keyboarding)		
Seat height	Check the elbow and knee angles in the diagram. Adjust seat height so feet are flat on the floor, knees are bent at right angles and thighs are horizontal to floor. If the keyboard surface is then too high and cannot be adjusted, (ie your elbow is not bent at a right angle) adjust the height of your chair and use a footrest so that you get the correct angle at the knee and forearm.		
Backrest	Adjust backrest (vertically) so its supports the lumbar curve of the lower back. Adjust backrest (horizontally) so the front edge of your seat is 5-10cm from the backs of your knees.		
Seat tilt	Adjust seat tilt so that your hips and tops of your thighs are at right angles (or slightly greater). Not all chairs have tilt adjustment – this is ok as long as you can maintain a right angle between your thighs and hips.		



Armrest position	Armrests are not recommended for keyboard work but may provide support for other activities (eg telephone use, meetings etc). If there are armrests on your chair and they interfere with typing you should arrange for their removal.		
Sitting posture	An upright or slightly reclined posture is recommended – maintain slight hollow in lower back.		

Monitor

Monitor height	Adjust monitor height so top of screen is at or slightly lower than eye level.		
Screen-to-user distance	Viewing distance is approximately an arm's distance away (60-70cm).		
Monitor alignment with user	Monitor and keyboard should be placed directly in front of the user. Avoid twisted postures.		
Visual comfort of screen	The monitor should be positioned to avoid glare (ideally perpendicular to window/strong light source). Characters on the screen should be clear, have no flicker and be of suitable size.		

Work Surface & Environment

Placement of frequently used items	Keep frequently used items (eg telephone, books, stationary) close at hand so that you can reach these items without stretching.		
General task lighting	Ensure lighting is not direct or overly bright.		

Work Practices

Frequency of micro-breaks	Get out of chair at least once per hour and take a micro break of 1 minute every 20 minutes of keyboard/mouse use.		
Workstation stretches	Stretch your body to reverse your posture, allowing muscles to relax		
Alternate tasks	Break up long periods of continuous computer use by performing small tasks/errands.		
Document holder	Use a document holder if working from other documents regularly. Position the document holder close to the screen to avoid neck twisting/bending.		
Telephone use	Avoid tilting head/neck to cradle the telephone. Use your hand to hold the receiver or wear a headset. If you are right handed it is often better to hold the phone in your left hand so you can take notes with your right hand.		
Spectacle use	If you require spectacles, single strength lenses are recommended. Bi-focal lenses are not recommended for computer use. If you wear bi-focals, other adjustments will be required to the monitor height.		

Any Problems Identified?

	Problem	Action	Person Responsible	Timeframe
1				
2				
3				



Common Ergonomic Problems and Solutions

Body part fatigued	Common contributing factors	What can you try
Back of neck	Looking down at documents or keyboard	Use a document holder. Improve keyboard skills. Check monitor height.
Side of neck	Looking to one side	Locate documents and screen directly in front of you
Top of shoulders, outside or front of shoulders	Keyboard too high, arms unsupported	Raise chair, use footrest, rest palms on front of desk, reduce desk height (if adjustable)
Lower back	Inadequate lumbar support	Adjust back rest height and angle to give firm support, remove arms from chair, remove obstructions under desk (eg drawers)
Upper back	Twisted posture	Sit straight on, locate documents, screen and keyboard in front of you
Right arm or shoulder	Arm outstretched unsupported	Move mouse closer, use single surface desk
Left arm, shoulder or neck	Reaching for telephone or cradling telephone on shoulder	Bring phone closer. Use headset.
Leg discomfort, swollen feet	Underside of thighs compressed against chair seat	Use footrest or reduce desk and chair height
Headaches	Posture, visual problems, noise, stress, glare, high work load	Rearrange work area; re-direct traffic; screen filter; close blinds; shut door; vary tasks; take micropauses; smooth out work flow; reduce time on computer; eye test.
Eye fatigue, temporary short sightedness	Visual problems, screen too close, poor image quality, glare, screen reflections	Rearrange work area; screen filter; close blinds; vary tasks; take micropauses; eye test.

For office use only	
Have you contacted your employee to discuss their self-assessment?	<input type="checkbox"/> Y / <input type="checkbox"/> N
Name of person making contact with the worker	
Date of contact with the worker	/ /
<p>Where the person completing this workstation self-assessment has noted or marked that they need further assistance Custodian Safety Services can assist you by completing an ergonomic assessment.</p> <p>Our assessments will ensure that: (1) workers have their workstation effectively setup and understand what good workstation setup looks like, and (2) a company meets their OHS duty to provide a safe workplace.</p> <p>Custodian Safety Services can be contacted via the following:</p> <ul style="list-style-type: none"> • Telephone: 0404484655 (Cathal Uniacke) • E-mail: Cathal@custodiansafety.com.au • Website: http://custodiansafety.com.au/contact-us/ 	