

Remote Work WHS Self-Assessment Checklist

Use this checklist to help make the correct adjustments to the equipment and furniture at your workstation.

Desk, keyboard & mouse	Instructions	Complete
Keyboard height <i>(if applicable)</i>	Adjust keyboard height so arms and forearms are at right angles or slightly greater, and the forearms, wrists and hands are in a relaxed posture. For a fixed height work surface you will need to adjust the chair height to ensure appropriate arm position in relation to the keyboard and you may need a footrest.	<input type="checkbox"/>
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 foot/knee clearance.	<input type="checkbox"/>
Keyboard-to-user distance	Keyboard-to-user distance should allow you to relax your shoulders with elbows close to your body with arms and forearms in a relaxed posture.	<input type="checkbox"/>
Keyboard slope	Position keyboard flat or only slightly sloped to avoid a cocked wrist position.	<input type="checkbox"/>
Keyboarding posture	Keep wrists in line with forearm. Avoid supporting your wrists on the hard desk surface while typing.	<input type="checkbox"/>
Mouse	Position mouse close to and preferably on the same level as the keyboard. Avoid holding elbow away from body or holding wrist at an angle to use mouse. <i>(if keyboard shelf is too small for this, find a comfortable alternative.)</i>	<input type="checkbox"/>

Monitor	Instructions	Complete
Monitor height	Adjust monitor height so top of screen is at or slightly lower than eye level.	<input type="checkbox"/>
Screen-to-user distance	Viewing distance is approximately an arm's length away.	<input type="checkbox"/>
Monitor alignment with user	Monitor and keyboard should be placed directly in front of user. Avoid twisted postures.	<input type="checkbox"/>
Visual comfort of screen	Monitor should be positioned to avoid glare (ideally, at a right angle to the window/ strong light source) Characters on the screen should be clear, have no flicker and be of suitable size.	<input type="checkbox"/>

Work practices	Instructions	Complete
Placement of frequently used items	Keep frequently used items (eg telephone, books, and stationery) close at hand so that you can reach these items without stretching.	<input type="checkbox"/>

Micro breaks	When using your mouse/keyboard repetitively remember to take micro breaks. This may be a short pause to relax hand postures, look away from the computer or stand and stretch your legs.	<input type="checkbox"/>
Workstation Stretches	Stretch your body to reverse your posture, allowing muscles to relax.	<input type="checkbox"/>
Alternate tasks	Break up long periods of continuous computer use by performing other tasks which use different muscle groups e.g. filing/organising, stand to make a phone call. Household duties should not be performed during agreed work hours.	<input type="checkbox"/>
Document holder	Use a document holder if working from other documents regularly. Position close to screen to avoid neck twisting/flexion.	<input type="checkbox"/>
Telephone Use	Avoid tilting head/neck to cradle the telephone. Use your hand to hold the receiver, or if necessary at times use a hands free speaker (if available). 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.	<input type="checkbox"/>
Spectacle Use	If you require spectacles, single strength lenses are recommended. Bifocals or graduated lenses are usually not suitable for computer use. This can be dependent on the user. Spectacles for computer use should be discussed with your optometrist.	<input type="checkbox"/>

Chair & Posture	Instructions	Complete
Chair	Check how the mechanisms on your chair work so you can adjust it to suit you and your workstation. If you do not have an adjustable chair, use cushions to assist with comfort. It is highly recommended that you have an appropriately adjustable task chair for any prolonged computer use.	<input type="checkbox"/>
Seat height	Adjust seat height so arms/wrists are parallel with your keyboard with your shoulders in a relaxed position. Then check that your feet are flat on the floor, knees are bent at right angles and thighs are parallel to the floor or tilted slightly forward. Use a footrest if necessary to achieve this posture.	<input type="checkbox"/>
Backrest	Adjust backrest (vertically) so it supports the lumbar curve of the lower back. Adjust backrest (horizontally) so there is a couple of fingers' space between the front edge of seat and the backs of your knees.	<input type="checkbox"/>
Seat tilt (if applicable)	Adjust seat tilt so that your hips and the tops of your thighs are at right angles (or slightly greater). Not all chairs have a tilt adjustment - this is OK as long as you can maintain an open angle between your thighs and hips.	<input type="checkbox"/>
Armrest position	Armrests are not recommended for keyboard work but may provide support during other activities (eg. telephone use, meetings, etc.). If there are armrests on the chair and they interfere with access to the desk you should arrange for their removal if possible.	<input type="checkbox"/>
Sitting posture	An upright or slightly reclined posture is recommended – ensure the backrest supports your lower back.	<input type="checkbox"/>

REMOTE WORK WHS CHECKLIST / INSPECTION

INSPECTION REPORT DATE:

WORKSITE INSPECTION

- I certify that I have completed the Worksite Inspection on the specified premises. The proposed remote worksite meets Work Health and Safety requirements.

OR

- Minor alteration(s) as per the comments below will enable the worksite to meet the requirements.

Alternations required:

Signature:

Date:

Name:

Position title: