



Charles Sturt  
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# Workstation self-assessment checklist

Employee name and ID:

Job title:

Manager name:

Location of workstation:

Date of self-assessment:



A well-designed workstation can help to reduce the risk of discomfort, pain and injury. This guide can be used to assist you in setting up and assessing your own workstation to optimise comfort, health and safety. Reviewing this guideline may help you identify the need for additional equipment or interventions.

#### Instructions

This assessment can be undertaken by one or two people. The advantage of a second person is that it enables the person to sit at their workstation while a second person observes and assists them to achieve the recommended posture/position.

It is also recommended that you watch this short [two-minute ergonomic video](#) before commencing your assessment.

# Let's start with your chair

## The ideal set-up for a seated workstation

It is highly recommended that you have an appropriately adjustable ergonomic chair for any prolonged computer use. Start with your chair and spend some time working out what the levers do and how the adjustments work. Try to do this away from your desk.

Once you feel confident adjusting your chair, work through the eight principles starting at the bottom left and working clockwise.



## Detailed workstation checklist

Spend time reviewing your workstation's set-up and work environment in more detail. Check off the questions below by selecting yes, no or not applicable (N/A) for each item as assessed. As potential changes are identified, document the necessary adjustment or suggested action.

Chair	Yes	No	NA	Action required
1 The chair has adequate back support from tailbone to shoulder blades.				
2 The chair is reclined slightly at around 10 to 20 degrees.				
3 The chair height can be adjusted to a height that allows you to have your feet flat on the floor.				
4 The seat pan depth is a good fit for you (small gap of 3-5 cm between seat pan and backs of knees).				
5 Your thighs are horizontal with a 90-110° angle at the hip.				
6 If you have armrests, they can be adjusted so that the chair can be pulled under the desk.				
7 The chair can be rolled and moved easily on the surface it sits on, but does not roll away on its own or move too easily.				
8 Overall, the chair feels comfortable to sit in and a good fit for you.				

Desk	Yes	No	NA	Action required
9 Is your desk height adjustable? If so, can it be adjusted without force being required? If so, can it be adjusted to an appropriate height for sitting and standing?				
10 The desk is at a suitable height when sitting allowing you to have relaxed arms (usually 68-70 cm on average). If too high, a footrest may be required.				
11 The desk has adequate space to accommodate all the equipment and materials needed for work.				
12 The desk feels steady and stable.				
13 The desk does not have front drawers or a side edge that limits leg room.				
14 The desk provides ample leg room under the desk and is easy to move in and out of.				

Keyboard, mouse and headset	Yes	No	NA	Action required
15 The keyboard is a slim, light touch design that is easily used.				
16 The keyboard is located directly in front and is easily reached.				
17 The mouse / trackpad is comfortable, easy to use and positioned in easy reach (as central to midline as possible).				
18 Is a headset required for your role, and if so, is it comfortable to use?				
19 If frequently referring to papers or books, there is a document holder or equivalent that does not interfere with best position for the keyboard and mouse.				

<b>Monitor</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Action required</b>
20 You are working from a monitor or have a laptop on a stand (not using the laptop at desk level as the main screen).				
21 Your monitor is positioned approximately an arm's length away and you can see the screen easily without moving away from the chair support.				
22 The top of the monitor(s) is at, or slightly below, eye level.				
23 Your main monitor is positioned directly in front of you. If using two monitors equally, then you have the split directly in front with the screens slightly angled.				
24 Your screen and work surface is free from glare.				
25 You are in the habit of looking away from the screen and into the distance regularly.				

<b>The office environment</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Action required</b>
26 There is suitable lighting for the tasks you are doing.				
27 There is adequate ventilation in the office area.				
28 There is enough space and legroom around you in the office area.				
29 Can the room be maintained at a reasonably comfortable temperature?				
30 Are electrical cords (including any extension cords) undamaged and positioned safely?				
31 Are filing cabinets and cupboards stable?				

It is recommended that you complete a work order with Facilities Management for any facility or maintenance issues in relation to the office environment.

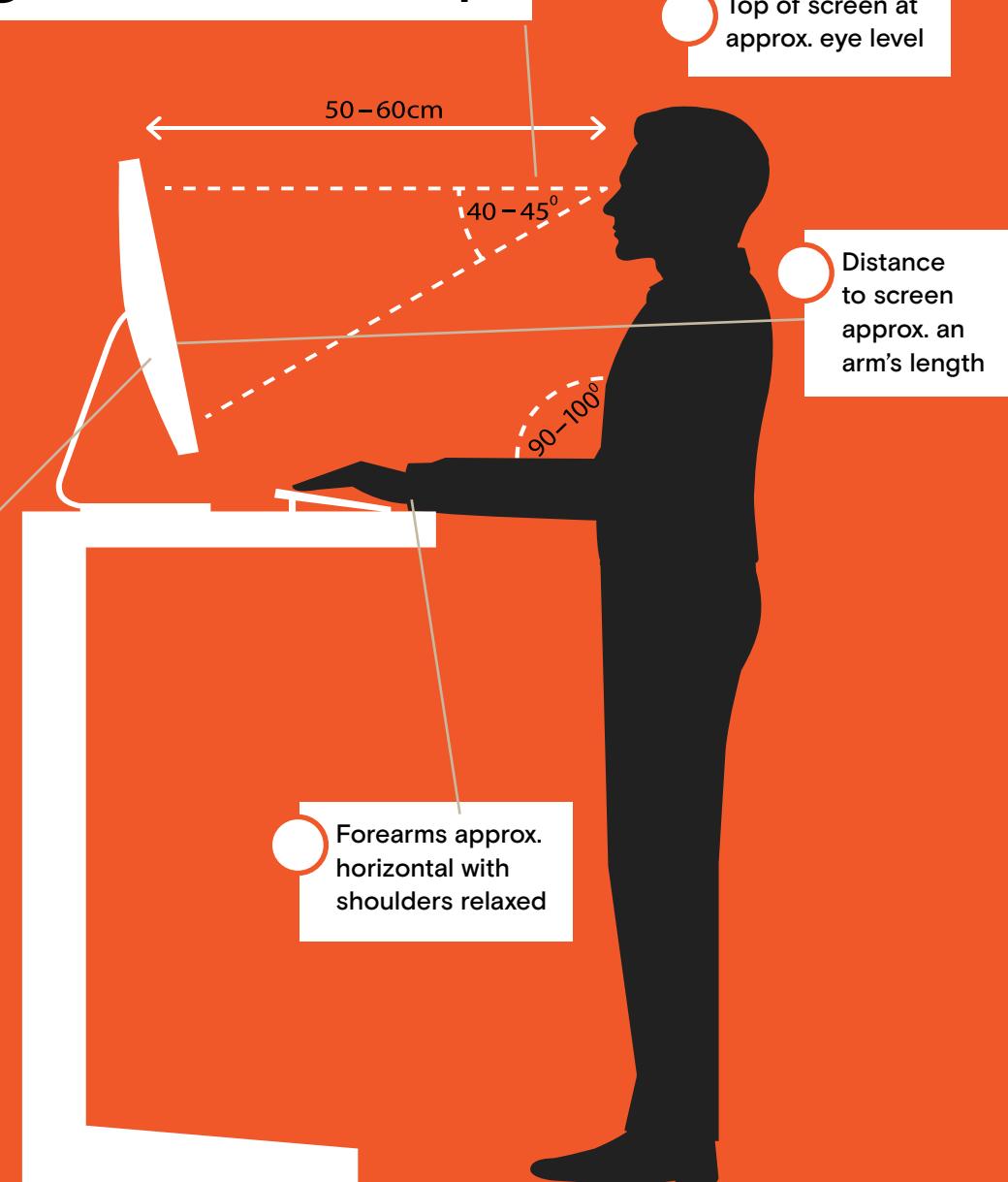
<b>Postural variation</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Suggested actions</b>
32 You can move easily between sitting and standing.				
33 You are in the habit of not sitting or standing for longer than 30 minutes at a time.				

<b>Laptop</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Suggested actions</b>
34 When using a laptop without a stand, it is normally only for short periods.				
35 If using laptop for more than one hour per day, you have an external keyboard and mouse.				

# Standing work set-up

(if applicable)

Work through the four principles starting at the bottom left working clockwise.



## Detailed standing checklist

Standing work	Yes	No	NA	Suggested actions
36 The height used is comfortable for your arms.				
37 Your monitor is positioned approximately an arm's length away and you can see the screen easily without moving away from the chair support.				
38 The top of the monitor(s) is at, or slightly below, eye level.				
39 Your main monitor is positioned directly in front of you.				
40 You are able to move between sitting and standing without strain or effort.				



Complete any necessary adjustments or raise a work order with Facilities Management to address any facility or maintenance issues.

If you have no further concerns, submit this form to your manager.

If any issues can't be resolved or you require modifications or equipment, discuss this with your supervisor/manager to decide on the next appropriate action.

Managers can approve and request an online ergonomic assessment with a health professional to discuss:

- symptoms or discomfort
- equipment issues or what to purchase
- strategies to achieve supported sitting
- other workstation set-up issues.

## Booking an online assessment

To book an online assessment or if you require further assistance please reach out to [adjustments@csu.edu.au](mailto:adjustments@csu.edu.au)

Please note, the cost of this online assessment will be invoiced to your business area

For more information:

→ [info.csu.edu.au/safe-work-practices](http://info.csu.edu.au/safe-work-practices)

## Person completing assessment

Name		Position
Signature		Date

## Supervisor/Manager

Name		Position
Signature		Date
Comments/Actions		

A copy of this self-assessment should be retained within the School / Department / Section.



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