

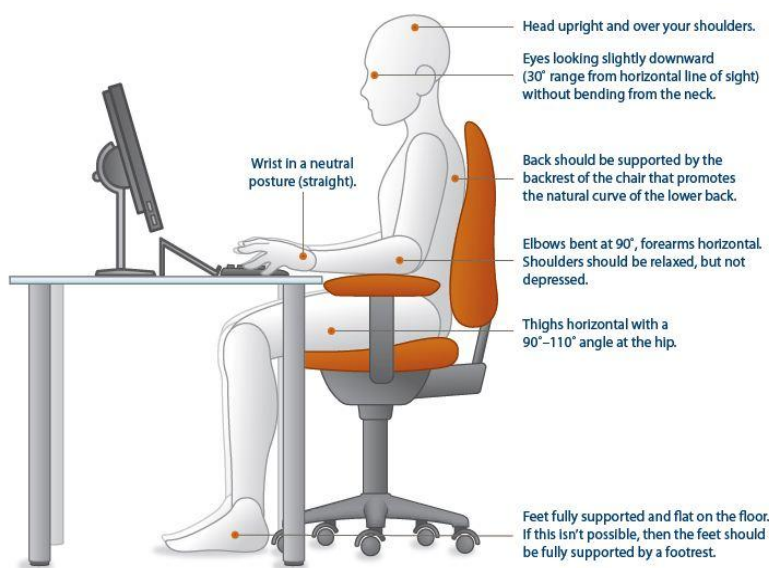
Workstation Ergonomics Self Assessment

A well designed workstation can help to reduce the risk of discomfort, pain and injury.

Setting up your workstation properly encourages good posture and minimises risk of discomfort and injury.

The following checklist is provided to assist you in setting up and assessing your own workstation ergonomics.

The Workstation Ergonomics Self-Assessment is best undertaken by two people e.g. with your supervisor or team member. This enables the person to sit at their workstation while a second person observes and assists them achieve the recommended posture.



Work Organisation- Daily Tasks:

List your main daily tasks

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Could your daily tasks be varied to help overcome repetitive and prolonged activities? Yes No

Do you change your posture at least every hour? Yes No

Are rest breaks and micro pauses taken regularly? Yes No

Have you incorporated stretching into your workday routine? Yes No

Recommendations.....

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Workstation Ergonomics Self Assessment

Item	The Office Chair: It is essential to have a suitable chair. You should be able to adjust the seat height, the back rest (both vertically and horizontally) and the tilt of the seat.	Yes	No	N/A	Suggested Actions
1.	Can the height, seat and back of the chair be adjusted to achieve the posture outlined below?				<ul style="list-style-type: none"> Obtain a fully adjustable chair
2.	Are your feet fully supported by the floor when you are seated?				<ul style="list-style-type: none"> Lower the chair Use a footrest
3.	Does your chair provide support for your lower back?				<ul style="list-style-type: none"> Adjust chair back Obtain proper chair Obtain lumbar roll
4.	When your back is supported, you able to sit without feeling pressure from the chair seat on the back of your knees?				<ul style="list-style-type: none"> Adjust seat pan Add a back support
5.	Do your armrests allow you to get close to your workstation?				<ul style="list-style-type: none"> Adjust armrests Remove armrests

The height of the back rest should ensure the lumbar pad supports the natural curve of your lower back.



Seat tilt can be adjusted to improve your comfort. This will also affect your weight distribution. A small tilt of approximately five degrees is usually recommended (i.e. seat pan sloping downwards slightly rather than upwards).

When sitting, your thighs should be fully supported by the seat pan.

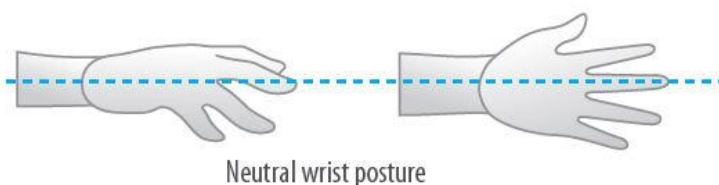
As a guide, while standing, adjust the height of the chair so the highest point of the seat is just below your kneecap. If you feel pressure near the back of the seat, raise your chair. If you feel pressure near the front of your seat, lower your chair.



Recommendations.....

Workstation Ergonomics Self Assessment

Item	Keyboard and Mouse: It is recommended that the keyboard be about 6-7 cm in from the edge of the desk with the ideal position of your wrist (whilst typing) straight with the hand in line with the forearm.	Yes	No	N/A	Suggested Actions
6	Are your keyboard, mouse and work surface at your elbow height?				<ul style="list-style-type: none"> • Raise / lower workstation • Raise or lower keyboard • Raise or lower chair
7	Are frequently used items within easy reach?				<ul style="list-style-type: none"> • Rearrange workstation
8	Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?				<ul style="list-style-type: none"> • Move keyboard to correct position
9	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? <i>The keyboard should be flat and <u>not</u> propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.</i>				<ul style="list-style-type: none"> • Re-check chair, raise or lower as needed • Check posture • Check keyboard and mouse height
10	Is your mouse at the same level and as close as possible to your keyboard?				<ul style="list-style-type: none"> • Move mouse closer to keyboard • Obtain larger keyboard tray if necessary



11	Is the mouse comfortable to use?				<ul style="list-style-type: none"> • Rest your dominant hand by using the mouse with your non-dominant hand for brief periods (mouse buttons can be changed within the computer control panel) • Investigate alternate mouse options.
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Recommendations.....

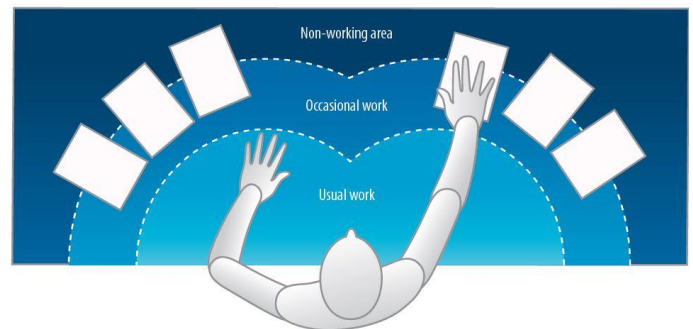
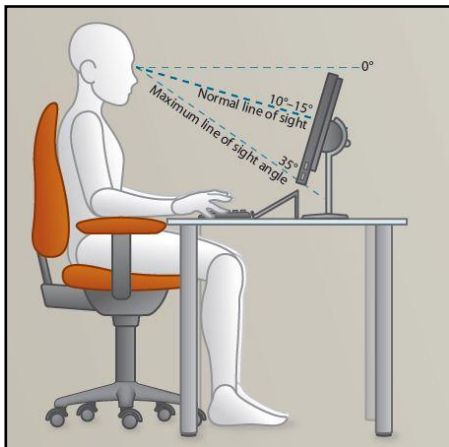
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Environment – Your office environment influences your personal comfort and wellbeing at work					
Item	WorkSurface	Yes	No	N/A	Suggested Actions
12	Is your main screen positioned directly in front of you? If using 2 monitors equally then have split directly in front with screens slightly angled				<ul style="list-style-type: none"> • Reposition screens/s
13	Is your screen positioned at least an arm's length away? Note: the screen's location is dependent on the size of the screen, the font, screen resolution and the individual user e.g. vision/use of bifocal spectacles etc.				<ul style="list-style-type: none"> • Reposition screen/ s • Seek an alternative / extra screen if necessary
14	Is your screen height slightly below eye level?				<ul style="list-style-type: none"> • Add or remove screen stand • Adjust screen height
15	Is your screen and work surface free from glare?				<ul style="list-style-type: none"> • Windows at side of screen • Adjust overhead lighting • Cover windows • Obtain antiglare screen
16	Do you have appropriate light for reading or writing documents?				<ul style="list-style-type: none"> • Obtain desk lamp • Place on left if right-handed – place on right if left handed
17	Are frequently used items located within the usual work area and items which are only used occasionally in the occasional work area?				<ul style="list-style-type: none"> • Rearrange workstation



Recommendations.....

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Workstation Ergonomics Self Assessment

Item	Breaks	Yes	No	N/A	Suggested Actions
18	Do you take postural breaks every 30 minutes? E.g. standing, walking to printer / fax etc.?				<ul style="list-style-type: none"> Set reminders to take breaks
19	Do you take regular eye breaks from looking at your monitor?				<ul style="list-style-type: none"> Refocus on picture on wall every 30 minutes
20	Could your daily tasks be varied to help overcome repetitive and prolonged activities				<ul style="list-style-type: none">

Recommendations.....

Item	Accessories	Yes	No	N/A	Suggested Actions
21	Is there a sloped desk surface or angle board for reading and writing tasks if required?				<ul style="list-style-type: none"> Obtain an angle board
22	Is there a document holder either beside the screen or between the screen and keyboard if required?				<ul style="list-style-type: none"> Obtain document holder
23	Are you using a headset or speakerphone if you are writing or keying while talking on the phone?				<ul style="list-style-type: none"> Obtain a headset if using the phone and keyboard

Item	Laptop	Yes	No	N/A	Suggested Actions
24	In the event of using a laptop computer for prolonged periods of time use of; <ul style="list-style-type: none"> A full sized external keyboard and mouse; Docking station with full sized monitor or a laptop stand 				<ul style="list-style-type: none"> Obtain appropriate laptop accessories

Item	“Hot Desking” (when applicable)	Yes	No	N/A	Suggested Actions
25	Provided time, support and supervision to make above adjustments.				

Recommendations.....

Special Needs Equipment

A small pool of special needs equipment exists within the Division of Human Resources to allow staff to trial equipment prior to purchasing or to borrow equipment whilst awaiting the delivery of similar equipment on order.

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|--------------------------------|--------------------------|----------------------------|--------------------------|
| Desktop Ergo Tilt | <input type="checkbox"/> | Keyboard - various | <input type="checkbox"/> |
| Document Copy Holder - various | <input type="checkbox"/> | Laptop Riser | <input type="checkbox"/> |
| Gelerciser | <input type="checkbox"/> | Monitor Riser | <input type="checkbox"/> |
| Gel Mouse Mat | <input type="checkbox"/> | Mouse - various | <input type="checkbox"/> |
| Gel Wrist Rest | <input type="checkbox"/> | Type Right CD - MAUS | <input type="checkbox"/> |
| Headset | <input type="checkbox"/> | Voice Recognition Software | <input type="checkbox"/> |

If you would like to borrow any of the above equipment (subject to availability) please contact the WHS Coordinator on x 84036 for further assistance

Please note it will be a case of trial and error to determine if new work practices are appropriate and of benefit. It is important that you recognise, and do not ignore possible warning signs of injury such as experiencing pain and discomfort, by seeking medical advice.

Workstation Ergonomics Self Assessment

If after completing this self assessment form and discussing any issues with your supervisor you still have concerns or require further assistance please contact a member of the Injury Management Team on x84036.

Following completion of this checklist, please discuss any concerns or requirements with your supervisor.

Person Completing Assessment

Name		Position	
Signature		Date	

Supervisor

Name		Position	
Signature		Date	
Comments	<i>E.g. New ergonomic chair approved - please follow up directly with your School / Section for approval of any requests for new equipment/ E.g. Formal ergonomic assessment approved.</i>		

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

References

A guide to health and safety on the office " WorkSafe Victoria

The National Code of Practice for the Prevention of Occupational Overuse Syndrome

Guidance Note for the Prevention of Occupational Overuse Syndrome in Keyboard Employment, Worksafe Australia
Australian Standard 3590, 1990

Useful Links

[Office wise - A guide to health and safety in the office \(PDF 2912kb\)](#)

[Health and Safety in the Office: Guide - WorkCover NSW](#)

[Ergonomics in Australia](#)

General information about ergonomics, including simple tips for the workplace and setting up the office.

www.ergonomics.com.au

Ergonomics.org

Discusses how posture can be improved by use of the Alexander technique.

ergonomics.org