



Workstation ergonomics self-assessment

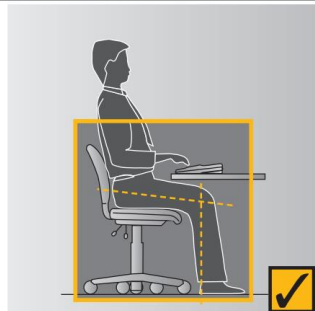
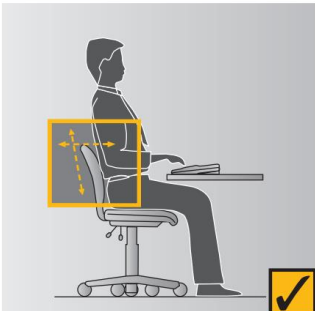
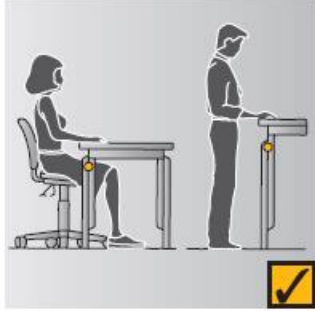
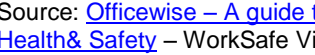
Check the 'Yes' box beside each item once it has been achieved. If the item is not applicable, record 'N/A' in the 'Yes' column. Record any changes made, or key notes/ measurements for setting up your workstation in the future. Record further actions in the space provided.

Name: Manager:

Location: Date of assessment:

Office chair


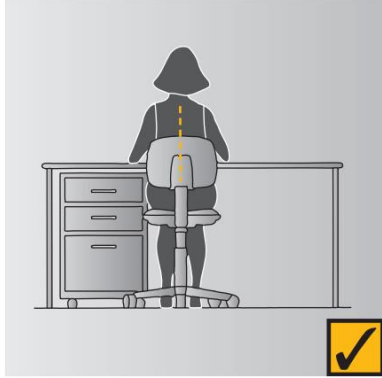
Achieved

	Yes	No	
If present, armrests should be short, fit under the desk and adjustable (some armrests can be removed by unscrewing them).			
Adjust the height of the seat so that your feet are flat on the floor and thighs are horizontal.			
The distance between the front of your seat pan and the back of your knee should be at least 2 cm.			
Set the tilt of the seat pan to horizontal or slightly forward to your own preference, your hips should be between 90-120 degrees.			
Adjust the support in your backrest to fit it with the curve of your lower back. Fit the backrest where the most comfortable position is found.			
Adjust the position of the backrest until a comfortable pressure is exerted on the lower back while seated. Your shoulders should be positioned behind your hips.			
Design work to minimise prolonged seated postures. Ensure office chair allows for easy access so that user can safely step away at regular intervals.			
If using a standing desk, ensure the height of the surface is just below elbow height and that computer screen is an arm's length from the user (as per seated position guidelines).			

Source: [Officewise – A guide to Health& Safety](#) – WorkSafe Victoria

Desk

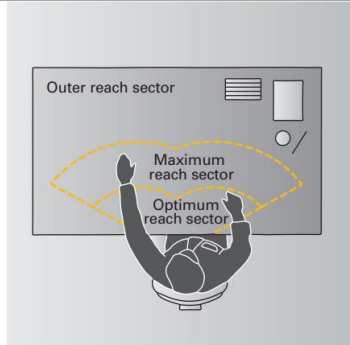
Achieved

	Yes	No	
Adjust the desk so that the top surface is just below elbow height (relax shoulders and bend elbows approximately 90 degrees).			
If the desk is not adjustable, raise the height of the chair and use a footrest big enough for both feet to rest comfortably on it.			
Ensure there is sufficient space under the desk for legs and movement – avoid using this space for storage.			
Store most commonly used items in top drawers.			
Place in/out trays and stationery items in the outer reach sector (see diagram below) or in the top drawer.			
Keep large or heavy reference material within the maximum reach sector (see diagram below), limit reaching or handling while in a seated position.			

Source: [Officewise – A guide to Health & Safety](#) – WorkSafe Victoria

Keyboard and mouse


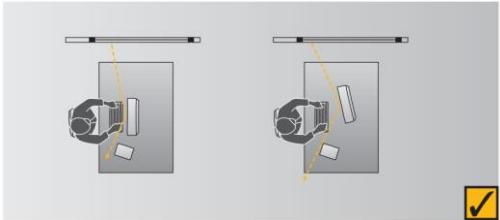
Achieved

	Yes	No	
The recommended setting is with the feet lowered so the keyboard sits flat on the desk. Centre the keyboard according to keys you will be using (i.e. centre the section with the letters to you if you are not using the number pad).			
Place keyboard to the front end of the desk allowing enough room for wrist and forearm support. Place mouse right next to the keyboard on the side of your non-dominant hand (if you wish to swap hands, refer to hints sheet “Using the mouse left handed” for changing the primary button to suit. Also refer to hint sheet “Keyboard shortcuts” to avoid excessive or repetitive use of the mouse.			
Avoid excessive reaching to type. Do not place documents between you and the keyboard; consider using an over-keyboard document holder to allow keyboard at optimum reach, otherwise leave sufficient room to move the keyboard to the side when not in use.			

Source: [Officewise – A guide to Health & Safety](#) – WorkSafe Victoria

Computer screen

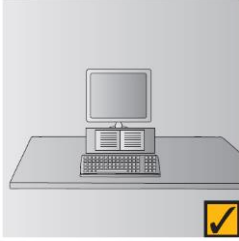

Achieved

	Yes	No	
Position the screen so that the top of the monitor is level with, or slightly lower than, your eyes when sitting upright.			 
Begin with the screen an arm's length away and adjust according to vision and comfort.			
The screen can be enlarged by using the zoom tool – refer to hints sheet “Zooming in and out”.			
Ensure the screen does not face a window, catch reflections from windows, or have a window directly behind it causing glare.			
If two screens are being used, place directly beside each other at the same height, slightly angled inward, to allow you to look evenly between the two. (NB. If you wear bi-focal glasses, set the monitor height such that you can see the screen with your neck in a natural position – not having your neck tilted forwards or backwards).			

Source: [Officewise – A guide to Health& Safety](#) – WorkSafe Victoria

Document holder

Achieved

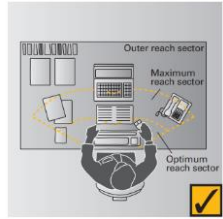
	Yes	No	
<p>For continuous or frequent data entry where the document is observed more than, or the same amount as, the screen</p> <ul style="list-style-type: none"> - Use a document holder that sits between the keyboard and monitor; or - Place the screen slightly to one side with the document holder directly in front; or - Place the document holder in a similar position to the screen so you are looking evenly between the two. 			 

Source: [Officewise – A guide to Health& Safety](#) – WorkSafe Victoria

Laptops and notebooks

Achieved

	Yes	No	
<p>Laptop and notebook computers are designed for short-term or mobile use only. If using these types of computers from prolonged periods, ensure that you use;</p> <ul style="list-style-type: none"> - An external keyboard and mouse; and - a laptop stand or docking station; or - an external monitor 			

If mainly making calls, place on the same side of the desk as your dominant hand.			 <p>Reach sectors on a desk</p> <p>Source: Officewise – A guide to Health & Safety – WorkSafe Victoria</p>
Place within the optimum or maximum reach sectors depending on frequency of use.			
Avoid placing in a position where you will be moving your trunk to grasp the handset or use the function buttons.			
Refer to any instructions provided for using the telephone and learn shortcuts such as redial. Store commonly used phone numbers. Contact I.T for assistance.			
Ensure use of a headset for frequent or prolonged use of the phone.			
Use the laptop in conjunction with a laptop stand, external keyboard and mouse. Do not use the laptop on your lap, or for extended periods of time (no more than 30 minutes at a time).			
Ensure content on screen is large enough to view on the laptop screen, or connect to an external screen.			

Work environment

Achieved

	Yes	No
You should be able to easily see documents and complete computer tasks without glare, reflection and without the need to strain your eyes.		
Noise levels should be conducive to concentration and productivity.		
Temperature in the work area should be comfortable, and can be controlled using clothing choice and job variation.		
Report any issues with lighting, noise and temperature to your Manager.		

Record any changes made, or key notes/measurements for setting up your workstation in the future.

Chair height: Footrest height:

Seat pan depth: Keyboard distance (from edge of desk):

Desk height seated: Monitor height (from top of desk to top of monitor):

Where to from here?

1. Record any further actions.

Equipment	Adjustment required	Responsible	Completion date
Desk			
Chair			
Monitor			
Keyboard			
Mouse			
Telephone			
Other (please specify)			

2. Identify any equipment needs

Equipment	Reason	Recommended by Safety and Health Coordinator	Approved by Manager (Manager sign)
Desk			
Chair			
Monitor			
Keyboard			
Mouse			
Telephone			
Other (please specify)			

3. Contact your Manager to review your ergonomic assessment, and to discuss further actions and recommended equipment. Follow up and review by your Manager will occur again after 4 weeks.

Initial assessment Employee signature: Date:

Initial assessment Manager signature: Date:

Four week follow-up Employee signature: Date:

Four week follow-up Manager signature: Date:

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