



# SELF-ASSESSMENT CHECKLIST

## Office Workstation Ergonomics

This Self-Assessment Checklist is designed to be completed by a worker to ensure their workstation is ergonomically setup for themselves. Some assistance is recommended when adjusting the chair.

On completion of the assessment, please discuss any questions or equipment requirements with your Manager/ Supervisor.

| Item | Ergonomic Chair                                                                                                                                     | Yes | No | N/A | Recommendations                                                                                                                                                                                         |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Are you familiar with the features of your chair? (Height adjustment, backrest angle, lumbar support adjustment, seat pan tilt etc.)                |     |    |     | <ul style="list-style-type: none"> <li>Spend 5 minutes becoming familiar with all the features of your chair.</li> </ul>                                                                                |
| 2    | When seated with your hips as far into the chair as possible, is there a 2-4 finger space between the back of your knee and the front of the chair? |     |    |     | <ul style="list-style-type: none"> <li>Slide the seat pan to a position which provides adequate space behind the knee.</li> <li>Obtain a chair which provides adequate space behind the knee</li> </ul> |
| 3    | Is the lumbar (lower back) support in the backrest positioned within the lumbar curve of your spine?                                                |     |    |     | <ul style="list-style-type: none"> <li>Adjust the lumbar (lower back) support into the correct position</li> </ul>                                                                                      |
| 4    | Adjust the backrest angle and/or seat pan (cushion) tilt to your comfort level. Recommended to have a 90-100° angle at your hip joint               |     |    |     | <ul style="list-style-type: none"> <li>Adjust the seat pan (cushion) tilt</li> <li>Adjust the backrest angle</li> </ul>                                                                                 |
| 5    | If the chair has armrests, do they prevent access to your workstation?                                                                              |     |    |     | <ul style="list-style-type: none"> <li>Adjust armrests</li> <li>Remove armrests</li> </ul>                                                                                                              |
| 6    | Does the seat cushion provide adequate support?                                                                                                     |     |    |     | <ul style="list-style-type: none"> <li>Obtain a chair which provides adequate cushioning</li> </ul>                                                                                                     |
| 7    | Does the chair have any malfunctions?                                                                                                               |     |    |     | <ul style="list-style-type: none"> <li>Obtain a new chair and dispose of current chair</li> </ul>                                                                                                       |

| Item | Desk                                                                                       | Yes | No | N/A | Recommendations                                                                                                                  |
|------|--------------------------------------------------------------------------------------------|-----|----|-----|----------------------------------------------------------------------------------------------------------------------------------|
| 8    | Is there sufficient space under the desk? (550mm deep x 800mm wide x 720mm high)           |     |    |     | <ul style="list-style-type: none"> <li>Adjust workstation orientation (if possible) to achieve adequate space</li> </ul>         |
| 9    | Is under the desk free of clutter? (Boxes, personal items etc.)                            |     |    |     | <ul style="list-style-type: none"> <li>Remove any clutter which may obstruct the comfortable positioning of your legs</li> </ul> |
| 10   | When seated at your workstation are your elbows slightly higher than the desk?             |     |    |     | <ul style="list-style-type: none"> <li>Adjust chair height</li> <li>Adjust desk height</li> </ul>                                |
| 11   | Are you able to place your entire foot flat on the ground when seated at your workstation? |     |    |     | <ul style="list-style-type: none"> <li>Footrest required (Z-rest recommended)</li> </ul>                                         |
| 12   | Do you experience discomfort in your wrist, forearms or elbows from resting on the desk?   |     |    |     | <ul style="list-style-type: none"> <li>Gel mouse pad required</li> <li>Gel keyboard pad required</li> </ul>                      |

| Item | Monitor/s                                                                                       | Yes | No | N/A | Recommendations                                                                                                                      |
|------|-------------------------------------------------------------------------------------------------|-----|----|-----|--------------------------------------------------------------------------------------------------------------------------------------|
| 13   | Are you sitting directly in front of your monitor/s                                             |     |    |     | <ul style="list-style-type: none"> <li>Adjust monitor position</li> </ul>                                                            |
| 14   | Is your eye line in the top third of the monitor/s?                                             |     |    |     | <ul style="list-style-type: none"> <li>Adjust monitor height</li> <li>Add or remove monitor rise</li> <li>Add monitor arm</li> </ul> |
| 15   | Are your monitor/s positioned at least an arm's length away when seated at workstation?         |     |    |     | <ul style="list-style-type: none"> <li>Reposition monitor</li> <li>Desk depth shall be &gt;700mm</li> </ul>                          |
| 16   | Have you adjusted the angle of the monitor/s to best suit your eyes?                            |     |    |     | <ul style="list-style-type: none"> <li>Adjust angle of monitor</li> </ul>                                                            |
| 17   | If you have multiple monitors, are they positioned to reflect usage? (50/50; 60/40; 70/30 etc.) |     |    |     | <ul style="list-style-type: none"> <li>Adjust monitor position based on usage</li> </ul>                                             |
| 18   | Are all monitors adjusted to the same height, distance and angle?                               |     |    |     | <ul style="list-style-type: none"> <li>Monitors to be matched</li> </ul>                                                             |
| 19   | Do the monitors have the same brightness and contrast levels?                                   |     |    |     | <ul style="list-style-type: none"> <li>Brightness matched</li> <li>Contrast matched</li> </ul>                                       |
| 20   | Are you impacted by glare or reflection issues?                                                 |     |    |     | <ul style="list-style-type: none"> <li>Investigate blinds, curtains or window treatments</li> </ul>                                  |
| 21   | Is the display size suitable for you and easy to read?                                          |     |    |     | <ul style="list-style-type: none"> <li>Display size increased to medium</li> <li>Display size increased to large</li> </ul>          |

| Item | Keyboard and Mouse                                                                                                  | Yes | No | N/A | Recommendations                                                                                                                                                              |
|------|---------------------------------------------------------------------------------------------------------------------|-----|----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22   | Is the keyboard positioned directly in front of you?                                                                |     |    |     | <ul style="list-style-type: none"> <li>Reposition keyboard</li> </ul>                                                                                                        |
| 23   | Is the keyboard (spacebar) positioned within 10-15cm from the desk edge? (elbows should be aligned with shirt seam) |     |    |     | <ul style="list-style-type: none"> <li>Reposition keyboard</li> </ul>                                                                                                        |
| 24   | Is the keyboard angle raised and wrist discomfort experienced?                                                      |     |    |     | <ul style="list-style-type: none"> <li>Flatten keyboard angle</li> </ul>                                                                                                     |
| 25   | Is the mouse positioned on the same level and as close as possible to your keyboard?                                |     |    |     | <ul style="list-style-type: none"> <li>Reposition mouse</li> </ul>                                                                                                           |
| 26   | Does the mouse fit comfortably within your hand?                                                                    |     |    |     | <ul style="list-style-type: none"> <li>Larger mouse required</li> <li>Smaller mouse required</li> </ul>                                                                      |
| 27   | Do you experience any discomfort in the wrist, forearm, elbow or shoulder when using the mouse?                     |     |    |     | <ul style="list-style-type: none"> <li>Avoid overuse of mouse scroll function</li> <li>Increase mouse pointer sensitivity</li> <li>Investigate an alternate mouse</li> </ul> |

| Item | Telephone                                                                 | Yes | No | N/A | Recommendations                                                           |
|------|---------------------------------------------------------------------------|-----|----|-----|---------------------------------------------------------------------------|
| 28   | Is the landline telephone placed on your non-writing side?                |     |    |     | <ul style="list-style-type: none"> <li>Relocate phone</li> </ul>          |
| 29   | Is the landline telephone within easy reach? (<450mm)                     |     |    |     | <ul style="list-style-type: none"> <li>Relocate phone</li> </ul>          |
| 30   | Are you on the telephone >45% of your work day or for a duration >20mins? |     |    |     | <ul style="list-style-type: none"> <li>Headset may be required</li> </ul> |

| Item | Workstation and Paperwork Area                                                       | Yes | No | N/A | Recommendations                                                                                                                                         |
|------|--------------------------------------------------------------------------------------|-----|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 31   | Are all frequently used items (daily) within easy reach (<450mm)?                    |     |    |     | <ul style="list-style-type: none"> <li>Relocate items</li> </ul>                                                                                        |
| 32   | Do you have appropriate storage devices?                                             |     |    |     | <ul style="list-style-type: none"> <li>Set of drawers</li> <li>Wire document rack</li> <li>Document trays</li> </ul>                                    |
| 33   | Are all cables and leads routed and secured?                                         |     |    |     | <ul style="list-style-type: none"> <li>Cable management (Spiral wrap and cable trays)</li> </ul>                                                        |
| 34   | Do you require separate paperwork and computer work areas?                           |     |    |     | <ul style="list-style-type: none"> <li>Modify the workstation to include separate work areas</li> </ul>                                                 |
| 35   | Is the lighting at your workstation adequate?                                        |     |    |     | <ul style="list-style-type: none"> <li>Investigate workstation lighting options</li> </ul>                                                              |
| 36   | Do you require a document holder for data entry computer tasks?                      |     |    |     | <ul style="list-style-type: none"> <li>Obtain a document holder. In between monitor and keyboard variety recommended, 3M A3 device preferred</li> </ul> |
| 37   | When completing paperwork and reading, do you lower chair height to improve posture? |     |    |     | <ul style="list-style-type: none"> <li>Lower chair height to promote better working posture</li> </ul>                                                  |

| Item | Laptop                                                                        | Yes | No | N/A | Recommendations                                                                                                                                                           |
|------|-------------------------------------------------------------------------------|-----|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 38   | Do you have an external mouse and keyboard for extended laptop use?           |     |    |     | <ul style="list-style-type: none"> <li>Obtain a wireless keyboard and mouse combo</li> </ul>                                                                              |
| 39   | Is the laptop positioned at an appropriate height? (Slightly below eye level) |     |    |     | <ul style="list-style-type: none"> <li>Obtain and laptop riser or laptop docking station</li> <li>Use an external full size monitor, rather than laptop screen</li> </ul> |

All completed checklists should be submitted to your Manager/ Supervisor.

| Worker Assessed:  |                  |
|-------------------|------------------|
| <b>Name:</b>      | <b>Job Role:</b> |
| <b>Signature:</b> | <b>Date:</b>     |
|                   |                  |

| Supervisor        |                                                                                     |
|-------------------|-------------------------------------------------------------------------------------|
| <b>Name:</b>      | <b>Job Role:</b>                                                                    |
| <b>Signature:</b> | <b>Date:</b>                                                                        |
| <b>Comments</b>   | <i>E.g. Purchase of new chair approved – please follow up with relevant manager</i> |

**Please contact LGIS Injury Prevention Consultants on 9483 8888 for specialist advice or assistance**