



# SELF-ASSESSMENT CHECKLIST

## Working from Home Workstation Ergonomics

This Self-Assessment Checklist is designed to be completed by a worker to ensure their home workstation is ergonomically setup for themselves.

Item	Ergonomic Chair	Yes	No	N/A	Recommendations
1	Identify which chair in your house provides the greatest support and adjustment features. (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>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>If possible, adjust the lumbar (lower back) support into the correct position</li> </ul>
4	If not fixed, 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	Does the seat cushion provide adequate support?				<ul style="list-style-type: none"> <li>Obtain a chair which provides cushioning</li> </ul>
6	Does the chair have any malfunctions?				<ul style="list-style-type: none"> <li>Find an alternate</li> </ul>

Item	Desk	Yes	No	N/A	Recommendations
7	Identify the best table in your home to work from, not the couch and coffee table or bed.				<ul style="list-style-type: none"> <li>Ideally &gt;800mm wide, &gt;600mm deep and between 700-750mm high. Also note you do want the thickness of the desk to be too much &lt;100mm.</li> </ul>
8	Is under the desk free of clutter? (Boxes, personal items, power cords etc.)				<ul style="list-style-type: none"> <li>Remove any clutter which may obstruct the comfortable positioning of your legs</li> </ul>
9	When seated at your workstation are your elbows slightly higher than the desk? (keyboard work)				<ul style="list-style-type: none"> <li>Adjust chair height</li> <li>Adjust desk height</li> </ul>
10	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 (find a suitable household item to use, i.e. laundry bucket, foam roller)</li> </ul>

Item	Monitor/s	Yes	No	N/A	Recommendations
11	Are you sitting directly in front of your monitor/s				<ul style="list-style-type: none"> <li>Adjust monitor position</li> </ul>
12	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>Use a household item like books or other stable items</li> </ul>
13	If you have multiple monitors, are they positioned to reflect usage? (50/50; 70/30 etc.)				<ul style="list-style-type: none"> <li>Adjust monitor position based on usage</li> </ul>
14	Are all monitors adjusted to the same height, distance and angle?				<ul style="list-style-type: none"> <li>Monitors to be matched</li> <li>Laptop/tablet cameras and webcams to be positioned in line with users face.</li> </ul>
15	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>
16	Are you impacted by glare or reflection issues?				<ul style="list-style-type: none"> <li>Use blinds, curtains or window treatments</li> </ul>
17	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
18	Is the keyboard positioned directly in front of you?				<ul style="list-style-type: none"> <li>Reposition keyboard</li> </ul>
19	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>
20	Is the keyboard angle raised and wrist discomfort experienced?				<ul style="list-style-type: none"> <li>Flatten keyboard angle</li> </ul>
21	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> <li>Increase mouse pointer sensitivity</li> </ul>

Item	Telephone	Yes	No	N/A	Recommendations
22	Is the telephone placed on your non-writing side?				<ul style="list-style-type: none"> <li>Relocate phone</li> </ul>
23	Is the telephone within easy reach? (<450mm)				<ul style="list-style-type: none"> <li>Relocate phone</li> </ul>
24	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> <li>Use of speaker phone</li> </ul>

Item	Workstation and Paperwork Area	Yes	No	N/A	Recommendations
25	Are all cables and leads routed and secured?				<ul style="list-style-type: none"> <li>Cable management (Spiral wrap and cable trays)</li> </ul>
26	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>
27	Is the lighting at your workstation adequate?				<ul style="list-style-type: none"> <li>Investigate workstation lighting options</li> <li>Use a reading light or lamp</li> </ul>
28	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>
29	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
	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>
	Is the laptop positioned at an appropriate height? (Slightly below eye level)  NOTE: A laptop is not designed to be used on your lap for extended periods of time.				<ul style="list-style-type: none"> <li>Use an external full size monitor, rather than laptop screen</li> <li>Raise laptop via books or bucket or other stable household item.</li> <li>Ensure you have keyboard and mouse on desk height prior to elevating the laptop height.</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**