# Self-Assessment Checklist

## Working from Home Ergonomics

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

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| 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.)  **NOTE**: You may be required to work from home for an extended period of time, so please ensure you have appropriate and adequate equipment. |  |  |  | * Spend 5 minutes becoming familiar with all the features of your chair. |
| 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? |  |  |  | * Obtain a chair which provides adequate space behind the knee |
| 3 | Is the lumbar (lower back) support in the backrest positioned within the lumbar curve of your spine? |  |  |  | * If possible, adjust the lumbar (lower back) support into the correct position |
| 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 |  |  |  | * Adjust the seat pan (cushion) tilt * Adjust the backrest angle |
| 5 | Does the seat cushion provide adequate support? |  |  |  | * Obtain a chair which provides cushioning |
| 6 | Does the chair have any malfunctions? |  |  |  | * Find an alternate |

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| 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. |  |  |  | * Ideally >800mm wide, >600mm deep and between 700-750mm high. Also note you do want the thickness of the desk to be to much <100mm. |
| 8 | Is under the desk free of clutter? (Boxes, personal items, power cords etc.) |  |  |  | * Remove any clutter which may obstruct the comfortable positioning of your legs |
| 9 | When seated at your workstation are your elbows slightly higher than the desk? |  |  |  | * Adjust chair height * Adjust desk height |
| 10 | Are you able to place your entire foot flat on the ground when seated at your workstation? |  |  |  | * Footrest required (find a suitable household item to use, i.e. laundry bucket) |

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| Item | Monitor/s | Yes | No | N/A | Recommendations |
| 11 | Are you sitting directly in front of your monitor/s |  |  |  | * Adjust monitor position |
| 12 | Is your eye line in the top third of the monitor/s? |  |  |  | * Adjust monitor height * Add or remove monitor rise * Use a household item like books or other stable items |
| 13 | If you have multiple monitors, are they positioned to reflect usage? (50/50; 70/30 etc.) |  |  |  | * Adjust monitor position based on usage |
| 14 | Are all monitors adjusted to the same height, distance and angle? |  |  |  | * Monitors to be matched |
| 15 | Do the monitors have the same brightness and contrast levels? |  |  |  | * Brightness matched * Contrast matched |
| 16 | Are you impacted by glare or reflection issues? |  |  |  | * Use blinds, curtains or window treatments |
| 17 | Is the display size suitable for you and easy to read? |  |  |  | * Display size increased to medium * Display size increased to large |

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| Item | Keyboard and Mouse | Yes | No | N/A | Recommendations |
| 18 | Is the keyboard positioned directly in front of you? |  |  |  | * Reposition keyboard |
| 19 | Is the keyboard (spacebar) positioned within 10-15cm from the desk edge? (elbows should be aligned with shirt seam) |  |  |  | * Reposition keyboard |
| 20 | Is the keyboard angle raised and wrist discomfort experienced? |  |  |  | * Flatten keyboard angle |
| 21 | Is the mouse positioned on the same level and as close as possible to your keyboard? |  |  |  | * Reposition mouse |

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| Item | Telephone | Yes | No | N/A | Recommendations |
| 22 | Is the telephone placed on your non-writing side? |  |  |  | * Relocate phone |
| 23 | Is the telephone within easy reach? (<450mm) |  |  |  | * Relocate phone |
| 24 | Are you on the telephone >45% of your work day or for a duration >20mins? |  |  |  | * Headset may be required, * Use of speaker phone |

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| Item | Workstation and Paperwork Area | Yes | No | N/A | Recommendations |
| 25 | Are all cables and leads routed and secured? |  |  |  | * Cable management (Spiral wrap and cable trays) |
| 26 | Do you require separate paperwork and computer work areas? |  |  |  | * Modify the workstation to include separate work areas |
| 27 | Is the lighting at your workstation adequate? |  |  |  | * Investigate workstation lighting options * Use a reading light or lamp |
| 28 | Do you require a document holder for data entry computer tasks? |  |  |  | * Obtain a document holder. In between monitor and keyboard variety recommended, 3M A3 device preferred |
| 29 | When completing paperwork and reading, do you lower chair height to improve posture? |  |  |  | * Lower chair height to promote better working posture |

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| Item | Laptop | Yes | No | N/A | Recommendations |
|  | Do you have an external mouse and keyboard for extended laptop use? |  |  |  | * Obtain a wireless keyboard and mouse combo |
|  | 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. |  |  |  | * Use an external full size monitor, rather than laptop screen * Raise laptop via books or bucket or other stable household item. * Ensure you have keyboard and mouse on desk height prior to elevating the laptop height. |

