

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.

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.				<ul style="list-style-type: none"> 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?				<ul style="list-style-type: none"> 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?				<ul style="list-style-type: none"> 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				<ul style="list-style-type: none"> Adjust the seat pan (cushion) tilt Adjust the backrest angle
5	Does the seat cushion provide adequate support?				<ul style="list-style-type: none"> Obtain a chair which provides cushioning
6	Does the chair have any malfunctions?				<ul style="list-style-type: none"> Find an alternate

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"> 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.)				<ul style="list-style-type: none"> 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?				<ul style="list-style-type: none"> Adjust chair height Adjust desk height
10	Are you able to place your entire foot flat on the ground when seated at your workstation?				<ul style="list-style-type: none"> Footrest required (find a suitable household item to use, i.e. laundry bucket)

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"> Adjust monitor position
12	Is your eye line in the top third of the monitor/s?				<ul style="list-style-type: none"> 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.)				<ul style="list-style-type: none"> Adjust monitor position based on usage
14	Are all monitors adjusted to the same height, distance and angle?				<ul style="list-style-type: none"> Monitors to be matched
15	Do the monitors have the same brightness and contrast levels?				<ul style="list-style-type: none"> Brightness matched Contrast matched
16	Are you impacted by glare or reflection issues?				<ul style="list-style-type: none"> Use blinds, curtains or window treatments
17	Is the display size suitable for you and easy to read?				<ul style="list-style-type: none"> Display size increased to medium Display size increased to large

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"> Reposition keyboard
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"> Reposition keyboard
20	Is the keyboard angle raised and wrist discomfort experienced?				<ul style="list-style-type: none"> Flatten keyboard angle
21	Is the mouse positioned on the same level and as close as possible to your keyboard?				<ul style="list-style-type: none"> Reposition mouse

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

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"> Cable management (Spiral wrap and cable trays)
26	Do you require separate paperwork and computer work areas?				<ul style="list-style-type: none"> Modify the workstation to include separate work areas
27	Is the lighting at your workstation adequate?				<ul style="list-style-type: none"> Investigate workstation lighting options Use a reading light or lamp
28	Do you require a document holder for data entry computer tasks?				<ul style="list-style-type: none"> 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?				<ul style="list-style-type: none"> Lower chair height to promote better working posture

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"> 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.				<ul style="list-style-type: none"> 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.



Stretching in the office



Stretch regularly throughout the day to prevent stiffness and promote circulation. Stretching should not hurt. Perform stretches slowly, until you feel a gentle pulling sensation and remember to breathe. Hold stretches for 30 seconds and repeat on both sides.



Calf raise
Stand with feet shoulder width apart, lift your heels off the ground, balancing on the balls of your feet.



Squat
With feet shoulder width apart, drop your hips back, keeping your chest open and head facing forward.



Quad stretch
Stand with feet shoulder width apart, balance on one leg, bending the other leg behind you and pulling it towards the buttock.



Chest stretch
Lift arms up to shoulder height and bring them out to the side. With palms facing backwards push arms back to open up the chest.



Inner thigh stretch
Take your legs slightly wider than shoulder width apart. Bend one knee dropping your weight to this side of the body, keeping the other leg straight.



Side stretch
Stand with feet shoulder width apart, lift one arm up into the air, bending at the hips to stretch the side of the body.



Calf stretch
Get into a split stance, keeping heels on the floor and back leg straight. Bend the front knee until a stretch is felt in the back calf muscle.



Shoulder stretch
Lift one arm across the front of your body, use the other arm to support and gently pull the arm across the body to feel the stretch in the shoulder.



Back stretch
Bend forward, clasp your hands together behind the knees and curl your back upwards towards the ceiling, keeping your neck in a relaxed position.

Lvl 3 170 Railway Parade,
West Leederville WA 6007
(08) 94 83 8888 www.lgiswa.com.au

This guide is for information only and the stretching exercises should not be relied upon as appropriate for all individuals. You should consult your physiotherapist or health care professional before attempting any new exercise technique. LGIS accepts no responsibility for any injuries which might arise as a result of you undertaking these stretching exercises.

The average office worker spends 1700 hours a year at their desk. That's why it's important to make sure your work area is set-up correctly and that you are aware of how you use your workspace. Here are some tips which can reduce strain on your body when you are at the computer.

Monitor – eye care

Staring at a computer screen for hours can leave your eyes feeling dry, sore and blurry. Here are some daily tips to keep your eyes feeling fresh:

- ▶ First things first – do you wear glasses, and is your prescription up to date? Do you need glasses?
- ▶ Blink often to refresh your eyes.
- ▶ Take eye breaks – Try the 20-20-20 rule: Every 20 mins look at something 20 metres away for 20 seconds.
- ▶ Reduce glare directly in front or behind your screen which can make it difficult to see the screen. You can also use an anti-glare screen cover.
- ▶ Ensure the monitor position is adequate – eye line should be in the top third of the screen at a comfortable viewing distance. A good guideline is about arm's length away, although this will vary depending on your eyesight.
- ▶ If using dual monitors ensure that the brightness and contrast settings match.
- ▶ Trial increasing the display size of your monitors. If you are constantly leaning forward to read text this may allow you to sit back in your chair.



Reach zone

Look at the image above and think about the following:

- ▶ Identify items which you use daily, weekly and monthly.
- ▶ Items you are using constantly, ie – keyboard, mouse, phones, should be placed within easy reach.
- ▶ Weekly and monthly items should be moved away from the desk.
- ▶ Aim to move at least one item off your desk within a short walk from your workstation. This will encourage more movement during your day.

Remember, whatever position you're in, make sure you take a break regularly to move and stretch. To protect your body against aches and pains, find a balance between sitting, standing, moving and stretching.


Setting up your keyboard and mouse

- ▶ The keyboard should be directly in front of you, with approx 10 cm to 15 cm of space from the edge of the desk to the base of the keyboard.
- ▶ Trial the keyboard in a flat or declined angle to relieve wrist extension when typing.
- ▶ Let your wrist/forearm rest (not lean) on the desk whilst typing. This will take unnecessary strain off the neck and shoulders.
- ▶ Ensure seat height is appropriate to allow the elbow/forearm angle to rest at 90°-100°.
- ▶ The mouse location should be aligned with the keyboard, as close as possible. This will reduce any repetitive reaching and awkward forearm postures.
- ▶ When deciding the mouse size, it should fit comfortably in your hand. Avoid decorative or collectable mice.
- ▶ Switch it up. Find various methods and shortcuts to minimise overuse of the keyboard and mouse.
- ▶ Trial increasing the sensitivity of your mouse. This will ideally allow for smaller hand movements creating larger movements on screen.

HELPFUL KEYBOARD SHORTCUTS

PRESS THIS KEY	TO DO THIS
Ctrl + Z	Undo an action
Ctrl + Y	Redo an action
Ctrl + Right Arrow	Move the cursor to the beginning of the next word
Ctrl + Left Arrow	Move the cursor to the beginning of the previous word
Ctrl + Down Arrow	Move the cursor to the beginning of the next paragraph
Ctrl + Up Arrow	Move the cursor to the beginning of the previous paragraph
Ctrl + Shift with an arrow key	Select a block of text
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
Ctrl + A	Select all items in a document or window
Alt + F4	Close the active item, or exit the active program
Alt + Tab	Switch between open items
Ctrl + Mouse scroll wheel	Change the size of icons on the desktop
⊞ + Tab	Cycle through programs on the taskbar by using Aero Flip 3-D
⊞ + D:	Hide/display the desktop
⊞ + L	Lock your computer or switch users
⊞ + T	Cycle through programs on the taskbar
⊞ + number	Start the program pinned to the taskbar in the position indicated by the number. If the program is already running, switch to that program
Shift + number	Start a new instance of the program pinned to the taskbar in the position indicated by the number
⊞ + Up Arrow	Maximize the window
⊞ + Left Arrow	Maximize the window to the left side of the screen
⊞ + Right Arrow	Maximize the window to the right side of the screen
⊞ + Down Arrow	Minimize the window
⊞ + Home	Minimize all but the active window
⊞ + Shift + Up Arrow	Stretch the window to the top and bottom of the screen
⊞ + Shift + Left Arrow or Right Arrow	Move a window from one monitor to another

Level 3 170 Railway Parade,
West Leederville WA 6007

 (08) 9483 8888

 lgiswa.com.au

The information provided in this brochure is general guidance only and should not be relied on as a substitute for professional advice. No liability will be accepted for losses resulting to any reader relying solely on this publication. No part of this brochure may be reproduced without permission from LGIS.