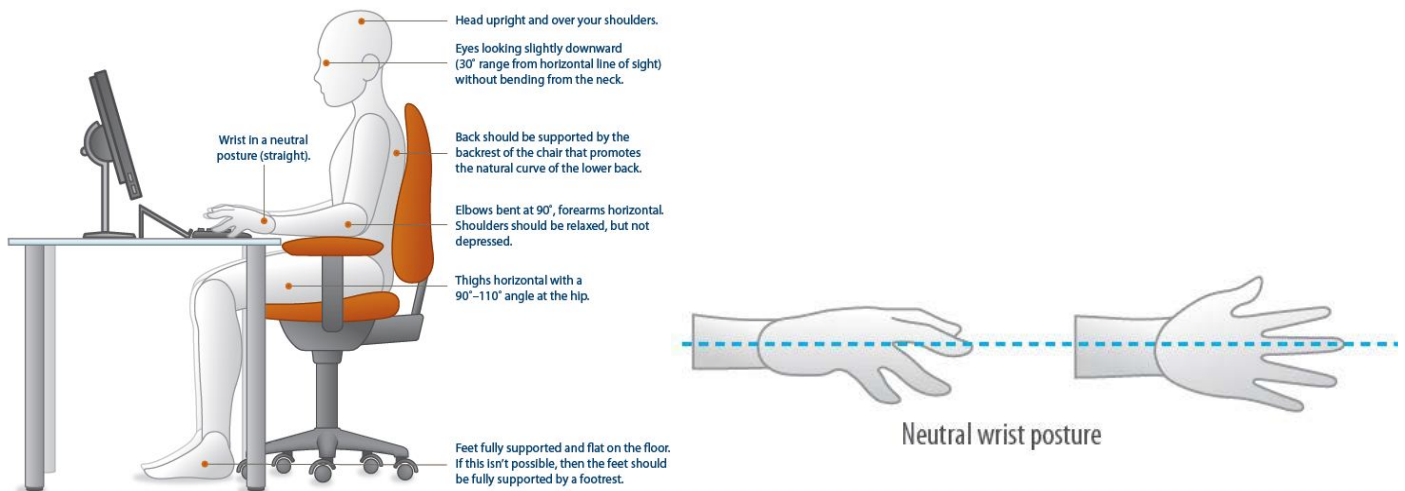


Workstation Ergonomics Self-Assessment



The Workstation Ergonomics Self-Assessment is best undertaken by two people e.g. with your supervisor or team member. This enables the person to sit at their workstation while a second person observes and assists them achieve the recommended posture.

| Item | The Office Chair | Y/N | Suggested Actions |
|------|--|-----|--|
| 1. | Can the height, seat and back of the chair be adjusted to achieve the posture outlined below? | | <ul style="list-style-type: none"> Obtain a fully adjustable chair |
| 2. | Are your feet fully supported by the floor when you are seated? | | <ul style="list-style-type: none"> Lower the chair Use a footrest |
| 3. | Does your chair provide support for your lower back? | | <ul style="list-style-type: none"> Adjust chair back Obtain proper chair Obtain lumbar roll |
| 4. | When your back is supported, you able to sit without feeling pressure from the chair seat on the back of your knees? | | <ul style="list-style-type: none"> Adjust seat pan Add a back support |
| 5. | Do your armrests allow you to get close to your workstation? | | <ul style="list-style-type: none"> Adjust armrests Remove armrests |

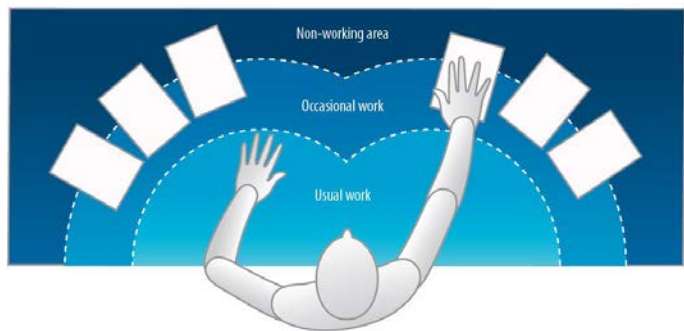
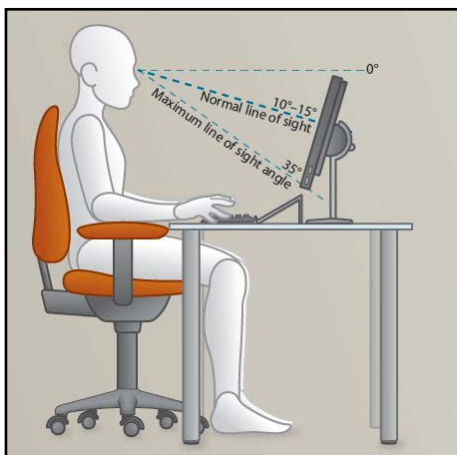


(Source – Department of Education, Training and Employment Website)

| Item | Keyboard and Mouse | Y/N | Suggested Actions |
|------|--|-----|--|
| 6 | Are your keyboard, mouse and work surface at your elbow height? | | <ul style="list-style-type: none"> Raise / lower workstation Raise or lower keyboard Raise or lower chair |
| 7 | Are frequently used items within easy reach? | | <ul style="list-style-type: none"> Rearrange workstation |
| 8 | Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface? | | <ul style="list-style-type: none"> Move keyboard to correct position |
| 9 | When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? <i>The keyboard should be flat and <u>not</u> propped up on keyboard legs as</i> | | <ul style="list-style-type: none"> Re-check chair, raise or lower as needed |



| Item | Keyboard and Mouse | Y/N | Suggested Actions |
|------|---|-----|---|
| | <i>an angled keyboard may place the wrist in an awkward posture when keying.</i> | | <ul style="list-style-type: none"> • Check posture • Check keyboard and mouse height |
| 10 | Is your mouse at the same level and as close as possible to your keyboard? | | <ul style="list-style-type: none"> • Move mouse closer to keyboard • Obtain larger keyboard tray if necessary |
| 11 | Is the mouse comfortable to use? | | <ul style="list-style-type: none"> • Rest your dominant hand by using the mouse with your non-dominant hand for brief periods (mouse buttons can be changed within the computer control panel) • Investigate alternate mouse options. |
| Item | Work Surface | Y/N | Suggested Actions |
| 12 | Is your monitor positioned directly in front of you? | | <ul style="list-style-type: none"> • Reposition monitor |
| 13 | Is your monitor positioned at least an arm's length away? Note: the monitor's location is dependent on the size of the monitor, the font, screen resolution and the individual user e.g. vision/use of bifocal spectacles etc. | | <ul style="list-style-type: none"> • Reposition monitor • Seek an alternative monitor if necessary e.g. flat screen that uses less space |
| 14 | Is your monitor height slightly below eye level? | | <ul style="list-style-type: none"> • Add or remove monitor stand • Adjust monitor height |
| 15 | Is your monitor and work surface free from glare? | | <ul style="list-style-type: none"> • Windows at side of monitor • Adjust overhead lighting • Cover windows • Obtain antiglare screen |
| 16 | Do you have appropriate light for reading or writing documents? | | <ul style="list-style-type: none"> • Obtain desk lamp • Place on left if right-handed – place on right if left handed |
| 17 | Are frequently used items located within the usual work area and items which are only used occasionally in the occasional work area? | | <ul style="list-style-type: none"> • Rearrange workstation |



(Source – Department of Education, Training and Employment Website)



| Item | Breaks | Y/N | Suggested Actions |
|------|--|-----|--|
| 18 | Do you take postural breaks every 30 minutes? E.g. standing, walking to printer / fax etc.? | | <ul style="list-style-type: none"> Set reminders to take breaks |
| 19 | Do you take regular eye breaks from looking at your monitor? | | <ul style="list-style-type: none"> Refocus on picture on wall every 30 minutes |
| Item | Accessories | Y/N | Suggested Actions |
| 20 | Is there a sloped desk surface or angle board for reading and writing tasks if required? | | <ul style="list-style-type: none"> Obtain an angle board |
| 21 | Is there a document holder either beside the screen or between the screen and keyboard if required? | | <ul style="list-style-type: none"> Obtain document holder |
| 22 | Are you using a headset or speakerphone if you are writing or keying while talking on the phone? | | <ul style="list-style-type: none"> Obtain a headset if using the phone and keyboard |
| Item | Laptop | Y/N | Suggested Actions |
| 23 | In the event of using a laptop computer for prolonged periods of time use of; <ul style="list-style-type: none"> A full sized external keyboard and mouse; Docking station with full sized monitor or a laptop stand | | <ul style="list-style-type: none"> Obtain appropriate laptop accessories |
| Item | “Hot Desking” (when applicable) | Y/N | Suggested Actions |
| 24 | Provided time, support and supervision to make above adjustments. | | |

Following completion of this checklist, please discuss any concerns or requirements with your supervisor. All completed assessments should be submitted to your manager.

Person Completing Assessment

| | | | |
|-----------|--|----------|--|
| Name | | Position | |
| Signature | | Date | |

Manager

| | | | |
|-----------|--|----------|--|
| Name | | Position | |
| Signature | | Date | |
| Comments | <i>E.g. New ergonomic chair approved - please follow up directly with Administration / E.g. Formal ergonomic assessment approved</i> | | |