

ENVIRONMENTAL, HEALTH, SAFETY, RISK AND EMERGENCY MANAGEMENT COMPUTER WORKSTATION ASSESSMENT CHECKLIST

This checklist has been designed for use by individuals as a self-assessment tool or for assessors to undertake an assessment on an individual's behalf. It is intended to provide guidance on undertaking simple adjustments to maximise comfort, health and safety at work, and, where necessary, identify the need for any additional equipment or intervention. This checklist can also be used for a home computer workstation.

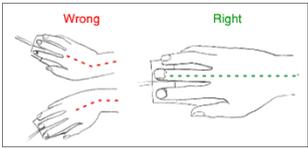
Part A: Self-assessment. This is completed by the individual at their work station.

Part B: Support assessment. This is completed by the *Health and Safety Specialist* (or equivalent) where the individual requires additional assistance. For more information refer to *Ergonomics*

PART A: SELF-ASSESSMENT

Name		Height		Dominant Hand			
Supervisor	EHSREM Representatives (s)						
Department				Date			
PRE-EXISTING HEALTH ISSUES				YES	NO	N/A	COMMENTS
A pre-existing health issue, injury or condition exists that impacts work capacity and requires reasonable workplace adjustments and/or specialist assistance.							
1 TASK CHAIR				YES	NO	N/A	COMMENTS
1.1 The task chair is in good condition and has the following features: <ul style="list-style-type: none"> Seat height adjustment Back rest height adjustment Backrest tilt/recline - lockable in preferred position Seat pan tilt Seat depth slide Adequate cushioning of seat pan and backrest 							
1.2 The back rest is at an angle of 90-100 degrees to the seat pan and there is approximately a hand fist gap between the seat pan and the back rest.							
1.2 It is possible to sit back into the chair seat, so the backrest connects comfortably with the length of the spine and there is 1-3 fingers width clearance between the front edge of the seat and the back of the knees <i>Note: Supporting the length of the thighs is the most important element of chair fit</i>							
1.4 When seated at the workstation with hands resting gently on the keyboard it is possible to achieve the following neutral posture: <ul style="list-style-type: none"> Shoulders relaxed downwards and symmetrical, eyes straight ahead Elbows vertically aligned with shoulders, and resting in close to the body Elbows slightly higher than wrists when typing so that the underside of the forearms lightly supported on desk surface Wrists almost flat, fingers gently curved Hips slightly higher than knees Feet forward of the knees, flat on the floor or footrest and not dangling, crossed or tucked back under the chair <div style="text-align: center; margin-top: 10px;">  <p style="font-size: small;">Source: WorkSafe Victoria</p> </div> <p style="background-color: #e0f0ff; padding: 5px; margin-top: 10px;">Note: <i>If standing to work I can achieve the first 4 bullet points above. The optimal sit/ stand ratio is sit 20: stand 10 every 30 minutes.</i></p>							
1.5 Chair arms are absent unless needed for balance or to assist getting on/off chair <i>Note: Arms are not routinely recommended as they restrict chair movement at the workstation.</i>							
1.6 If one or more NO boxes are ticked, and chair fit, function and support cannot be overcome with chair adjustment is a new chair (e.g. smaller larger, more supportive back rest) required?							

2 DESK		YES	NO	N/A	COMMENTS
2.1	The (seated) desk is between 650mm and 750mm high, minimum 750mm deep and maximum 33mm thick.				
2.2	If a sit/stand desk is available it is adjustable without effort and has a height range to comfortably accommodate sitting and standing height—see section 1.4 above.				
2.3	Sufficient leg room exists under the desk and there are no fixed or stored items encroaching into the leg space or compromising posture. Note: Clearance required under desk for legs is 400mm either side of navel for sideways leg movement; 450mm forward from front edge of desk for knees; and 620mm for toes				
2.4	The desktop dimensions adequately accommodate all required equipment /items allowing work to be undertaken in unrestricted postures.				
2.5	The desk is suitable, and the posture described in section 1.4 above can be adopted .				
2.6	If one or more NO boxes are ticked, and the desk suitability cannot be overcome by adjustment or housekeeping is an alternative desk or modifications to the desk required?				
3 COMPUTER MONITOR(S)		YES	NO	N/A	COMMENTS
3.1	The monitor/s position is/are not dictated by an over desk shelf, insufficient cable length or other structure or impediment.				
3.2	The monitor/s is positioned for optimal viewing- approximately arms reach away				
3.3	The top of the monitor/s is approximately in line with eye height (for optimal neck posture and comfort). Note: If wearing multi focal lenses the monitor/s should be lowered and tilted up.				
3.4	Where two monitors are used the selected setup supports the work practice: <ul style="list-style-type: none"> • Equal use: -configured side by side with inside edges lined up with nose • Primary and secondary- primary is directly in front and secondary immediately to one side-either (R) or (L). Note: Using multiple monitors extends the width of the visual field and potential neck movement. Swivel chair side to side (rather than the neck) to visually navigate between monitors Note: If using more than two monitors, specific equipment may be needed to optimize set up				
3.5	Screen readability - brightness, contrast, font size etc. are well adjusted for visual comfort and to accommodate any special visual requirements.				
3.6	The monitor screen/s are free from glare or reflections from light sources.				
3.7	If a laptop is used for extended periods of time, a laptop raiser and an external keyboard and mouse are provided. Note Working with mobile with portable devices is associated with postural hazards – This is further explained in Office Ergonomics. Part 10. Mobile technology devices (available in TrainME).				
4 KEYBOARD		YES	NO	N/A	COMMENTS
4.1	The keyboard is positioned directly in front and at a distance from the edge of the desk that feels comfortable and supportive for the arms / shoulders.				
4.2	Wrists are almost flat (10-20 degrees extension) whilst keying - not leaning on the desk creating a sharp upwards angle at the wrist joint. Note: A keyboard wrist rest no higher than the keyboard may assist but should be first				
4.3	When typing, fingers are gently curved and key strike is soft.				
4.4	Short cut keys are used where available to reduce mouse usage.				
4.5	The keyboard width allows the mouse to be used with the elbow close to the body				
4.6	Brief pauses (every few minutes) are taken from continuous keying work.				
5 MOUSE		YES	NO	N/A	COMMENTS
5.1	The mouse size/shape fits the hand allowing a relaxed functional hand position and the padded sections at the base of the palm connect with the desk top.				
5.2	The mouse operates smoothly over the desk surface or flat mouse pad. Note: Mouse pads with a raised section are not recommended as they promote risky wrist and arm postures and movements				

5.3	The mouse is responsive and operates at a speed that suits the tasks performed				
5.4	<p>Mouse posture involves:</p> <ul style="list-style-type: none"> Shoulder relaxed Elbow close to side of body Forearm lightly supported on desk top Circular, smooth, whole arm movements Wrist still-not moving from side to side 				
5.5	Brief rest breaks are taken when performing prolonged periods of mouse work where the hand is taken off the mouse and stretched.				
5.6	If one or more NO boxes are ticked in any part of this section is an alternative mouse (e.g. smaller/ larger size, vertical shape) required?				
6 DESKTOP ITEMS		YES	NO	N/A	COMMENTS
6.1	A document holder is available for prolonged referencing or transcribing				
6.2	A writing slope is available for prolonged editing hard copy documents				
6.3	A headset is available for prolonged or frequent phone conversations or, if simultaneous keying /writing is required				
6.4	All frequently used desktop items are within comfortable reach				
7 PHYSICAL ENVIRONMENT		YES	NO	N/A	COMMENTS
7.1	Noise levels at the workstation are conducive to concentration				
7.2	The lighting at the workstation is adequate and comfortable for the tasks, and does not influence posture e.g. cause peering, leaning or squinting				
7.3	The room temperature and air flow are comfortable				
7.4	There are no trip hazards e.g. cabling, mats, poor housekeeping in the immediate environment				
7.5	Cabling around workstation is well managed to avoid inadvertent contact				
8 PERSONAL STORAGE		YES	NO	N/A	COMMENTS
8.1	Storage for personal items is sufficient and accessible				
9 WORK DEMANDS		YES	NO	N/A	COMMENTS
9.1	Skills and capabilities are well matched to the requirements of the work role				
9.2	Work deadlines are realistic and achievable and there is sufficient control over the work pace and workload				
9.3	The workplace culture is positive, respectful and supportive				
10 REST BREAKS		YES	NO	N/A	COMMENTS
10.1	Regular brief rest breaks are taken to stretch and move <i>Note: Breaking from fixed postures every 30 minutes for 1-2 minutes is recommended</i>				
11 OUTCOME		YES	NO	N/A	COMMENTS
11.1	The workstation is suitable and no further intervention/equipment is required				
11.2 If answered NO to 11.1 above please specify the type of additional intervention or equipment required:					
Please forward this completed assessment form to your supervisor who will retain a copy and organise any required follow up record.					

PART B: Environmental, Health, Safety, Risk and Emergency Management

REASON FOR ASSESSMENT

KEY FINDINGS

KEY RECOMMENDATIONS