

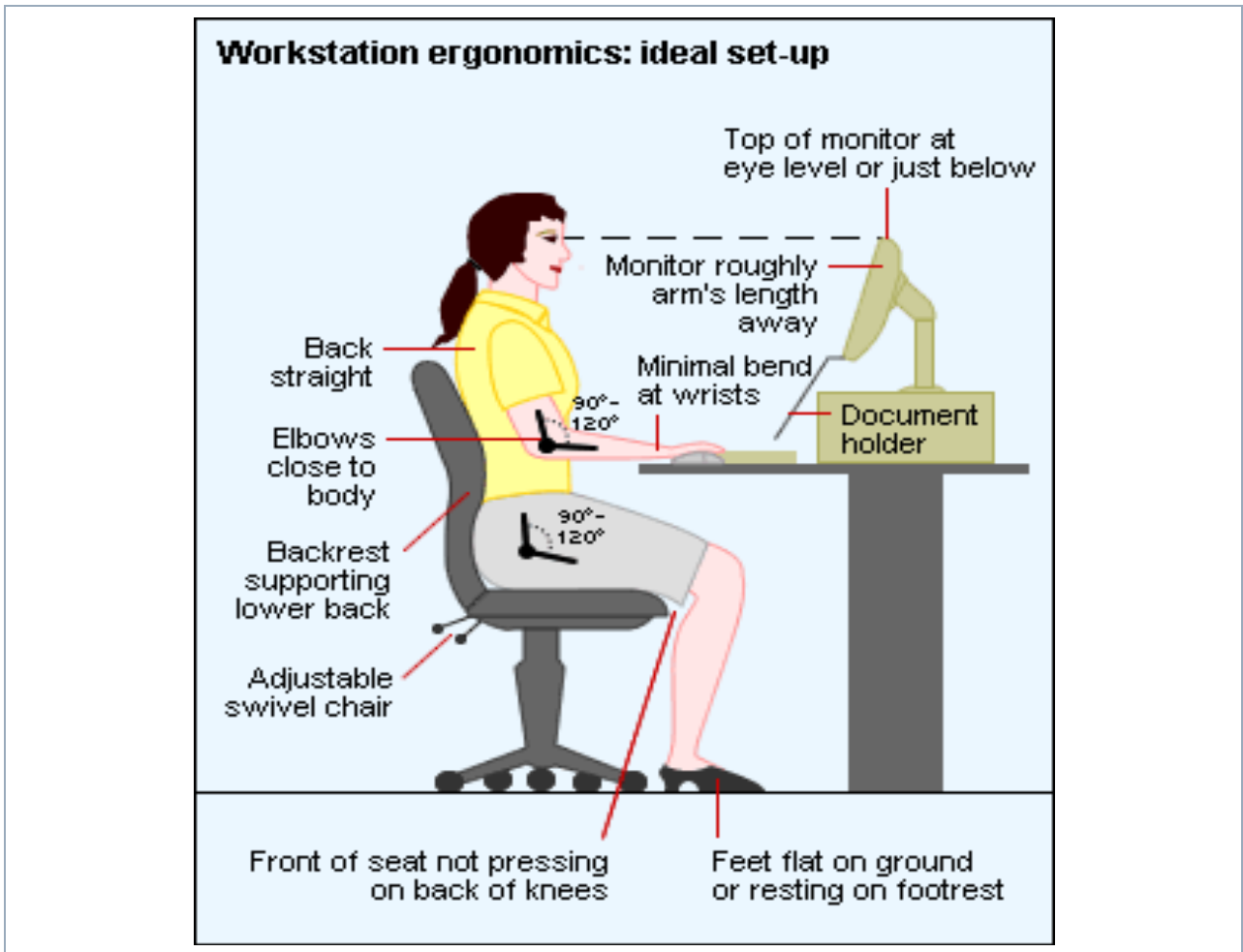
# COMPUTER WORKSTATION ERGONOMIC CHECKLIST

<b>Name</b>	
<b>Position</b>	
<b>Location</b>	
<b>Date Assessed</b>	
<b>Assessor</b>	
<b>Review Date</b>	

Should the staff member indicate that they have an injury or ongoing pain, please refer to Injury Management & Wellbeing Advisor on ext 35904

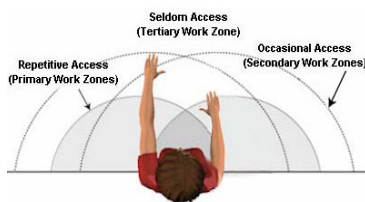
Summary of Recommendations / Required Actions (that could not be implemented at time of assessment (for entry into RMSS))			
Issue	Action Required	Responsible Person	Due Date / Status

Computer Workstation Dimensions



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CHAIR	Yes	No	N/A	Comments / Actions	Corrected at time of assessment
<b>Chair meets Australian Standard AS 3590-1990 Screen based workstations, part 2 workstation furniture</b>					
Chair swivels freely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Chair has 5 wheel base for stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Chair has breathable fabric on seat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Chair has a rounded front edge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Chair has adjustable height and backrest for lumbar support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Seat Pan</b>					
When seated in the chair, with back fully supported by backrest, there are two to three finger spaces between the back of the knees and the edge of the seat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Pan of seat is level and not tilted upwards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Back Rest</b>					
Back rest (lumbar support) is adjusted so that it supports the lower back when sitting upright	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Arm Rests</b>					
If arm rests are present they are adjusted to ensure that movement of chair is not impeded (ie can fit under desk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Chair Height</b>					
Chair height is adjusted so that user can sit with elbows at approximately 90° with adequate forearm clearance above the desk surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Thighs are parallel to the floor with feet flat on the floor or raised on a footrest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>


DESK	Yes	No	N/A	Comments / Actions	Corrected at time of assessment
When seated the user can comfortably reach all equipment and papers they need to use frequently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
					
There is sufficient leg room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
The area under the desk is clear so that stored items do not encroach on space, impede movement or compromise posture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Desk height is suitable for individual (if desk height cannot be adjusted, adjust chair height and make use of footrest if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

MONITOR	Yes	No	N/A	Comments / Actions	Corrected at time of assessment
The main screen is directly in front and approximately one arms length away from user to minimise stretching / craning of neck and twisting (note – make adjustments for users with glasses e.g. bifocals usually require the screen to be lower and/or two screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Head is in a neutral position when looking at text in top portion of screen ie top of screen is at eye height (make adjustments for users with multi-focal lenses)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Screen is free from glare and reflections from light sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Computer contrast and brightness settings are adjusted if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
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KEYBOARD	Yes	No	N/A	Comments / Actions	Corrected at time of assessment
Keyboard is positioned close enough to allow elbows to remain under shoulders (at 90°) and close to body (approximately 6cm from edge of desk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
 <p>Wrists are maintained in a straight "neutral" position (ie not as pictured)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Keyboard is positioned so that alpha keys are directly in front of user (note that position should be adjusted for use of numeric keypad if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Feet of keyboard are retracted to ensure neutral wrist position when typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
 <p>Wrists are elevated in a neutral position to allow natural extension of forearm (ie not resting on desk surface when typing)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Drop-down keyboard surfaces are only used when they have sufficient surface area to allow positioning of mouse on same surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

MOUSE	Yes	No	N/A	Comments / Actions	Corrected at time of assessment
 <p>Mouse is positioned close to user, next to keyboard and on same level, to allow elbows to remain under shoulders (at 90°) and close to body</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Mouse is of suitable size for user (ie not using small lap-top style mouse for ongoing use)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Mouse is operated using the shoulder as the pivot point, rather than the wrist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
A laser/optical mouse is used (rather than old-style ball mouse)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
User has been given information re keyboard short-cut to reduce mouse use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
User has been encouraged to alternate mouse use between right and left hand where possible. User has been shown how to switch mouse buttons for right and left hand use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
User has been shown how to modify mouse pointer speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

LAPTOPS	Yes	No	N/A	Comments / Actions	Corrected at time of assessment
If a laptop is used for prolonged periods, a docking station and external keyboard and mouse are used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Options for transporting laptop have been discussed with user (eg trolley case, backpack)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
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**Further Information**

If you require further information, please contact your [Division/Faculty HSW Manager](#)

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