

COMPUTER WORKSTATION ERGONOMIC SELF-ASSESSMENT

Name		Date Assessed	
Reason for conducting self-assessment	<input type="checkbox"/> New Starter	<input type="checkbox"/> Injury/Discomfort	
	<input type="checkbox"/> Relocation	<input type="checkbox"/> New Equipment	
	<input type="checkbox"/> Other – Please detail below:		

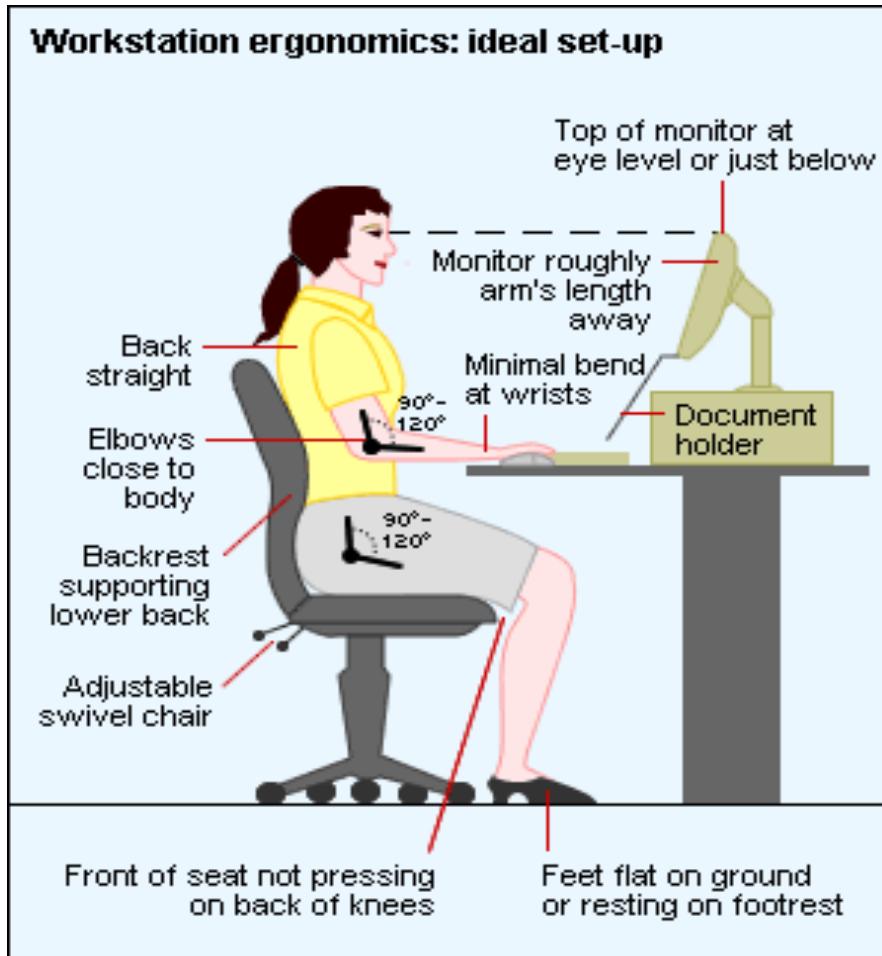
Should a staff member have an injury or medical condition that requires specialist assessment, please contact a Injury Management & Wellbeing Advisor on ext 35904

Summary of Recommended / Identified Actions to discuss with supervisor (that could not be corrected / implemented at time of self-assessment)

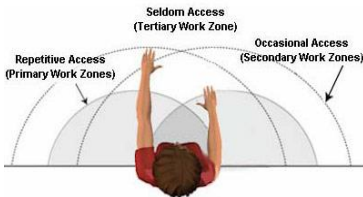
Item (e.g. chair, desk, monitor)	Action Required	Decision after discussion with supervisor

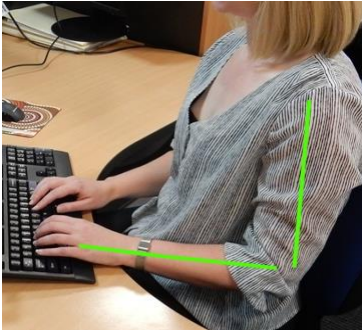

When complete staff can elect to retain or discard


Before starting consider the ideal positioning shown in the diagram below for a computer workstation



CHAIR	Yes	No	N/A	Comments / Actions	Corrected at time of assessment
Chair swivels freely to allow me to face my non-computer tasks instead of twisting in my seat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Chair is stable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Chair has a cushioned 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"/>
Seat Pan					
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 or not tilted upwards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Back Rest					
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"/>
Arm Rests					
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"/>
Chair Height					
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 supported 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). <i>Note that in some circumstances it may be necessary to investigate options for increasing the desks height</i>	<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"/>	
During intensive periods of screen time I will look away from my computer screen every 20 to 30 minutes						
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) – see above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Wrists are maintained in a straight “neutral” position (see above)	<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"/>	
	Wrists are elevated in a neutral position to allow natural extension of forearm (ie not resting on desk surface when typing)	<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
	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	<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 larger muscles of the arm and the shoulder as the pivot point, rather than the wrist	<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"/>
TELEPHONE		Yes	No	N/A	Comments / Actions	Corrected at time of assessment
	Telephone is positioned within easy reach and on non-dominant side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	A head-set is available for prolonged and frequent telephone use during simultaneous keying/writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
DOCUMENT HOLDER		Yes	No	N/A	Comments / Actions	Corrected at time of assessment
	A document holder is available if frequent transcribing from hard copy to computer is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	The document holder is positioned between monitor and keyboard or adjacent and at same height to screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
ENVIRONMENTAL		Yes	No	N/A	Comments / Actions	Corrected at time of assessment
	Glare control measures are implemented if required (eg. Overhead lighting is diffused, monitor is repositioned, use of anti glare screen)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	The lighting is suitable (eg not too bright, or too dim – consider the type of tasks performed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

