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| **STAFF DETAILS** | | | |
| **Name** |  | **Supervisor** |  |
| **College / Portfolio** |  | **School / Department** |  |
| **Location** |  | **Date** |  |

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| **Ergonomic Principles** | | | | **Yes** | **No** |
| 1 | Is the surface of the desk at or slightly below your elbow height? (refer to diagram “a” below)  *\* If the desk is not adjustable, the chair height should be adjusted, and a footrest may be required.* | | |  |  |
| 2 | Is your chair heightadjustedso that your feet are comfortably flat on the floor (or footrest) and your seat pan is positioned so that your hips, knees and ankles are at a 90-degree angle (refer to diagram “a” below)  \**A footrest may be required*. | | |  |  |
| 3 | Is the chair backrest adjusted to fit the small of your lower back and so that you sit upright whilst typing? (refer to diagram “a” below) | | |  |  |
| 4 | When you are seated in the chair, are there 2-3 finger spaces between the back of the knee and the edge of the seat pan?  *\* If there is less than 2 fingers gap or more then 8-10cm gap, adjust the seat slider function to move the seat pan forward or backwards.* | | |  |  |
| 5 | Is your computer (including keyboard and screen) positioned directly in front of you to minimise unnecessary twisting or stretching? | | |  |  |
| 6 | Is the height of your computer screen positioned so that the top of the screen is level with, or slightly lower than your eyes? (refer to diagram “c” below) | | |  |  |
| 7 | Is the screen positioned at approximately an arm’s length away from your usual seated position?  *\*Adjust your screen so that it is positioned one arm’s length away.* | | |  |  |
| 8 | Is the screen positioned to avoid glare/reflection from windows and overhead lights?  *\*If the screen cannot be repositioned, a glare guard may be required.* | | |  |  |
| 9 | Do you use dual monitors?  *\*If you use dual monitors frequently, position monitors side-by-side with the monitor edges touching and the split directly in front of your body to avoid twisting.* | | |  |  |
| 10 | Do you regularly use a laptop?  *\*If “YES” you will need to organise a laptop stand or docking station with a separate keyboard and mouse AND start at the beginning of this checklist to make sure your equipment is set up safely.* | | |  |  |
| 11 | Is the keyboard positioned so that it is close to the front of the desk? | | |  |  |
| 12 | When using the keyboard, are your upper arms and elbows close to the body and your forearms, wrists and hands held straight in a neutral position? (refer to diagram “a” below)  *\*The keyboard feet (located under the keyboard), should be lowered to reduce excessive wrist extension.* | | |  |  |
| 13 | Is the mouse positioned at the same height as the keyboard & close to the keyboard? | | |  |  |
| 14 | Do your wrists remain in a neutral position when using the mouse?  *\*Avoid gel wrist rests. Resting on your wrists while typing can compress the blood vessels, tendons, and nerves that travel through your wrist.* | | |  |  |
| 15 | Are documents being referenced placed between the keyboard and screen OR suspended alongside the screen (for single screen only)?  *\*A document holder may be required if referring to reference material for prolonged periods.* | | |  |  |
| 16 | Are frequently used items (e.g. phone) placed within the optimum to maximum reach sector on your desk/table, and items used less frequently (e.g. in trays) positioned in your outer reach sector? (refer to diagram “d” below) | | |  |  |
| 17 | Are regularly used resources/folders stored in an easy reach position to prevent overreaching?  *\* Do not handle heavy items in a seated position.* | | |  |  |
| 18 | When using the phone, do you have to rest it on your shoulder or bend your neck awkwardly to support it?  *\* A headset may be required for telephone operators/using the keyboard whilst on the phone for continuous long periods of time. Please discuss with your Supervisor* | | |  |  |
| 19 | Are drawer units obstructing your lower limb movement when seated?  *\* Drawer units should be positioned so they are not obstructing limb movement and are within easy reach without bending or twisting to access them while seated.* | | |  |  |
|  | |  |  | | |
| *a) Desired sitting position.* | | *b) Using a footrest.* | *c) Desired screen position.* | | |
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| *d) Workstation arrangement.* | | | | | |

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| **Sit to stand workstation** | | **Yes** | **No** |
| 20 | Are your monitor/s elevated/adjusted so that your eyes are positioned in the top third of the screen while standing?  *\*Your monitor screen height should not need to be adjusted from a sitting to standing position.* |  |  |
| 21 | Is your keyboard and mouse at the same level and positioned close to your body? (stand close to the sit/stand workstation to avoid leaning forward)  *\*The desk surface should be raised or lowered so that your elbows are at or slightly above the desk surface.* |  |  |

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| **Immediate action taken for improvement:** |
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