This checklist has been designed for use by individuals as a self-assessment tool of your designated home-based workstation and immediate environment. It is intended to provide guidance on undertaking simple adjustments to maximise comfort, health and safety when working from home and, where necessary, identify the need for follow up.

Please refer to the end of the document for more information.

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

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| **WORKSTATION ASSESSMENT** | | | | |
| 1 CHAIR | YES | NO | N/A | COMMENTS |
| * 1. I have a well-designed, well-fitting, comfortable task chair in good condition   **Note:**   * If you do not have a well-designed, well-fitting, comfortable task chair in good condition, consider purchasing one. More information is available at the end of this document |  |  |  |  |
| 1.2 I can sit right back into the chair, so the back rest conforms comfortably to my back and there is 2 to 3 fingers width clearance between the front edge of the seat and the back of my knees for optimum thigh support |  |  |  |  |
| 1.3 When seated at the workstation with my hands on the keyboard I can achieve the following posture:   * + - Shoulders relaxed and symmetrical, head in midline, eyes straight ahead     - Elbows close to the sides of the body     - Forearms parallel to the floor     - Hips slightly higher than knees     - Thighs not making contact with underside of desk     - Feet flat on the floor or footrest (not dangling)     **Note:**   * If feet are not fully supported on the floor a footrest is required * If standing to work, I can achieve the first 3 bullet points above * The optimal sit/stand ratio is 1:1 to 3:1 |  |  |  |  |
| 1.4 Chair arms, if present, do not interfere with access to the workstation  **Note:**   * It is preferred that arm rests are removed from chairs unless there is a specific reason for having them |  |  |  |  |
| 1.5 The chair moves easily on the floor surface when getting to/from sitting |  |  |  |  |
| 2 DESK | YES | NO | N/A | COMMENTS |
| 2.1 The seated height desk is between 680mm and 735mm high, minimum 700mm deep |  |  |  |  |
| 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  **Note:**   * Staff should consider purchasing a sit/stand desk or sit/stand riser for their existing desk. More information is available at the end of this document. |  |  |  |  |
| 2.3There are no fixed structures or stored items under the desk encroaching into my leg space and restricting or compromising my working posture |  |  |  |  |
| 2.4 The dimensions of the desktop surface are sufficient to accommodate all required desktop items without compromising my posture |  |  |  |  |
| 3 COMPUTER MONITOR(S) | YES | NO | N/A | COMMENTS |
| 3.1 The monitor is directly in front of me, flat and approximately arms reach away |  |  |  |  |
| 3.2 Where two monitors are used, the selected setup supports the work practice   * 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:**   * Swivel chair side to side (rather than twist my neck) to visually navigate between monitors |  |  |  |  |
| 3.3 The top of the monitor(s) is/are approximately eye level  **Note:**   * The monitor may need to be raised on a plastic riser or similar * If wearing multi focal lenses the monitor/s may need to be lowered and tilted upwards to avoid tilting the head backwards |  |  |  |  |
| 3.4 The screen brightness, contrast and font size are adjusted for my visual comfort |  |  |  |  |
| 3.5 The screen is free from glare or reflections from light sources |  |  |  |  |
| 3.6 In the event of using a laptop computer for prolonged periods, I use a laptop stand/riser and an external keyboard and mouse to eliminate leaning forwards  **Note:**   * All permanent and fixed term employees and new starters have the opportunity to request a hybrid working bundle. More information is available at the end of this document. |  |  |  |  |
| 4 KEYBOARD | YES | NO | N/A | COMMENTS |
| 4.1 The keyboard is positioned directly in front of me and at a distance from the edge of the desk that feels comfortable and supportive for my arms/shoulders |  |  |  |  |
| 4.2 When keying I can position my forearms parallel to the floor with wrists slightly bent upwards (10-20 degrees). |  |  |  |  |
| 4.3 I keep my fingers slightly curved and strike the keys softly |  |  |  |  |
| 4.4 I use short cut keys where possible to reduce mouse use |  |  |  |  |
| 4.5 Brief pauses (every few minutes) are taken from continuous key work |  |  |  |  |
| 5 MOUSE | YES | NO | N/A | COMMENTS |
| 5.1 My mouse comfortably fits my hand so that the padded sections of the palm are in contact with the desktop |  |  |  |  |
| 5.2 My mouse operates smoothly over the desk surface or a flat mouse pad  **Note:**   * Mouse pads with raised gel wrist rest sections are not recommended as they promote an awkward wrist posture and repetitive sideways wrist actions which are risky |  |  |  |  |
| 5.3 I can adopt the following mouse posture/action   * + - Shoulder relaxed     - Elbow close to side of body     - Forearm parallel to the floor and lightly supported on desktop     - Wrist still-not moving from side to side     - Circular, smooth, whole arm movements   Illustration of correct arm/hand alignment during mouse use. |  |  |  |  |
| 5.4 Brief rest breaks are taken when performing prolonged periods of mouse work where the hand is taken off the mouse and stretched |  |  |  |  |
| 6 DESKTOP ITEMS | YES | NO | N/A | COMMENTS |
| 6.1 If required a document holder is available and can be positioned in the preferred location between the monitor and keyboard |  |  |  |  |
| 6.2 The telephone can be used hands free (speaker or Bluetooth etc). If frequent phone conversations or simultaneous keying /writing is required, a hands-free telephone device is recommended. |  |  |  |  |
| 7 PHYSICAL ENVIRONMENT | YES | NO | N/A | COMMENTS |
| 7.1 Noise levels at my designated workstation are conducive to concentration |  |  |  |  |
| 7.2 The lighting at my designated workstation is appropriate for the tasks I do, and does not influence my posture causing me to peer, lean or squint |  |  |  |  |
| 7.3 The thermal environment at my designated work environment is comfortable and well-regulated |  |  |  |  |
| 7.4 There are no trip hazards e.g. cabling, mats, obstacles, poor housekeeping in the immediate environment |  |  |  |  |
| 7.5 Cabling around the workstation is well managed to avoid inadvertent contact |  |  |  |  |
| 7.6 Storage of any required work items is accessible (does not involve excessive reaching, twisting, bending or force exertion). |  |  |  |  |
| 8 FOLLOW UP | YES | NO | N/A | COMMENTS |
| 8.1 I have been able to implement the above adjustments/ work methods and am comfortable with my workstation set up and environment |  |  |  |  |
| 8.2 I require equipment in order to achieve certain aspects of the recommended set up and the work practices outlined.  **Note:**   * More information is available at the end of this document |  |  |  |  |
| 8.3 I have answered no to some of these questions and am unable to meet certain criteria.  **Note**:   * Discuss your issues with your supervisor in the first instance. * Alternatively, raise a Service Connect request for a HSW Advisor to assess your home workstation and environment. |  |  |  |  |
| 9. DECLARATION | YES | NO | N/A | COMMENTS |
| 9.1 The information above regarding my designated workstation and immediate environment is correct to the best of my knowledge. |  |  |  |  |
| 9.2 I agree to conduct my University work exclusively in the designated work environment. |  |  |  |  |
| 9.3 I have attached photos as evidence of my current designated workplace. |  |  |  |  |
| 9.4 I have attached a sketch or floor plan of the designated workplace. |  |  |  |  |
| 9.5 In the event that there is a change to any aspect of the designated work environment, my work capacity or work demands I will contact my manager / supervisor immediately |  |  |  |  |

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| **Home Office Furniture** |
| Staff should consider purchasing a:   * good quality, ergonomic task chair, and * sit/stand desk, or * sit/stand riser for their existing fixed height desk   for their home work environment, if they do not already have one. Costs may be claimed via tax return. Staff should seek advice from their Tax Agent prior to making any purchases.  RMIT has preferred furniture suppliers for such items.   * [**Australian Office Furniture Systems**](https://aofs.com.au/) * [**Backcare & Seating**](https://www.backcare.com.au/) |

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| **Hybrid Working Bundle** |
| All permanent and fixed term employees and new starters had the opportunity to request a hybrid working bundle in early 2021. If you still require a hybrid working bundle you can log a request through [**GetIT**](https://rmitstaffshop.myshopify.com/).  If you’re unhappy with your remote set up, please speak to your manager in the first instance. Further information is available on the [**Hybrid ways of working 2022**](https://www.rmit.edu.au/staff/service-connect/safety-wellbeing/covid-19/hybrid-working) page.  **The hybrid bundle includes:**   * Monitor * Wireless mouse * Wireless keyboard |

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| **ADDITIONAL INFORMATION** |
| Please be advised that RMIT may ask you to provide further information relating to your home work station arrangements in order for RMIT to consider any reasonable adjustments to enable you to perform the role (and that such information may be provided to your relevant supervisor or manager for this purpose). |

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| **PRIVACY STATEMENT** |
| RMIT has collected personal information about you in this form for purposes related to administering your employment at RMIT, and to ensure compliance with relevant laws, including workers’ compensation and equal opportunity laws. RMIT must comply with the [**Privacy and Data Protection Act 2014 (Vic)**](https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/027) when collecting, using or disclosing personal information. For more information refer to the [**RMIT Privacy Statement**](https://www.rmit.edu.au/utilities/privacy) and the [**RMIT Privacy Policy**](https://policies.rmit.edu.au/document/view.php?id=59). |