

DEPARTMENT of PREMIER AND CABINET

CORPORATE AND CULTURE

SF-305 WORKSTATION ASSESSMENT CHECKLIST

This checklist is available to assist **Managers, Supervisors and Employees** ensure workstations are set up appropriately and that the home environment is suitable and safe. All employees are responsible for ensuring they maintain a safe work environment when working from home. Any employee experiencing pain or discomfort associated with their workstation/home set up can be assessed or can conduct a self-assessment. Employees experiencing symptoms of discomfort or pain associated with their work activities are encouraged to contact their manager, supervisor or P&C for assistance and seek medical advice if symptoms persist.

REFERENCE MATERIALS AVAILABLE TO ASSIST WITH ASSESSMENTS AND OFFICE LAYOUTS GENERALLY
[Officewise - A Guide to Health and Safety in the Workplace](#)

EMPLOYEE NAME	<input type="text"/>	DATE OF ASSESSMENT	<input type="text"/>
NAME OF ASSESSOR	<input type="text"/>	WORK LOCATION	<input type="text"/>
MANAGER	<input type="text"/>	* STRIKE THROUGH ANY ITEMS THAT ARE NOT APPLICABLE	

1. ORGANISATION	ACTIVITY	% OF TIME		
	Word Processing/Data Entry	<input type="text"/>	<p><i>Gaining a rough estimate of the tasks undertaken, by the workstation user, will provide an insight into the resources and movements required to undertake those tasks safely.</i></p>	Does the employee have a variety of tasks that allow movement from a static position? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Email	<input type="text"/>		If yes, does the employee have some control over the order in which the tasks are done? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Reading/writing/Research	<input type="text"/>		Has the assessor explained the importance of taking short pauses & rest breaks? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Telephone	<input type="text"/>		
	Reception	<input type="text"/>		
	Meetings/travel	<input type="text"/>		
	Other	<input type="text"/>		

Rest or pause breaks can range from short pauses to defined breaks such as morning tea or lunch. Answering the phone, collecting a document or even refocusing the eyes from the monitor and taking hands off the keyboard are short pauses that provide different movements. When a variety of alternative tasks are not available, it is important to have more pauses away from the task. These pause breaks should be taken every 10 - 15 minutes.

2. CHAIR	
Can the chair be correctly adjusted from a seated position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the user get close to the workstation without impediment? (Check that the desktop is thin, chair arms allow a close position to the desk and there is clear leg room.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the seat height and tilt adjusted so that the user's thighs are parallel to the floor with feet resting on the floor or on a footrest?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the backrest angle and height adjusted to fit the small of the back and keep the user upright while working?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the chair have a stable, 5 point base with castors (friction castors for hard floor surfaces), padding and covers in good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the size of the seat and backrest suitable for the user's stature?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the user's work area is a counter, is the chair of an appropriate height?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the seat of the chair drop when user sits? If so, the hydraulics of the chair may need re-gassing.	<input type="checkbox"/> Yes <input type="checkbox"/> No

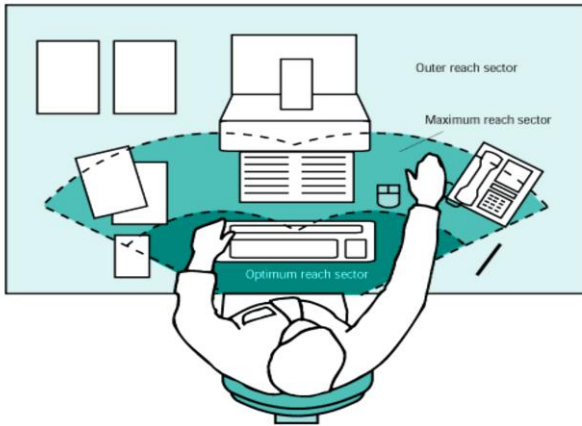
ALWAYS ENSURE CHAIRS ARE IN GOOD REPAIR AND ADJUSTED FOR EACH USER!



3. FOOTREST

Is a footrest required to enable the employee to sit at their desk without pressure on the back of their thighs? To be effective a footrest should be in good condition and have an adjustable tilt.

Yes No



4. DESK OR WORKSTATION

Is the desk suitable for the work being performed?

Yes No

Is the height reasonable for the stature of the user? (Average 720mm)

Yes No

Is there adequate room under the desk to allow safe leg movement for tasks?

Yes No

5. COMPUTER

MONITOR

Is the monitor placed directly in front of and at a comfortable distance from the user (approximately an arms length) and free from glare & reflection?

Yes No

Is the top of the monitor screen adjusted to 10° - 15° below eye level? (Adjustable monitor stands are available from your stationers if required.)

Yes No

If a laptop computer is used, has it been set up for desktop use. Is a laptop stand or separate monitor provided, and is a separate keyboard used?

Yes No

KEYBOARD

Is the keyboard close to the front of the desk edge, directly in front of the user?

Yes No

Are the keyboard feet maintained in the lowered position (unless the user is a touch typist)?

Yes No

If a wrist rest is used, is it only used for resting between keying?

Yes No

MOUSE

Is the mouse suitable for the user?

Yes No

Are the alternative mouse functions used effectively (scroll button, moving between left and right usage, using keyboard commands)

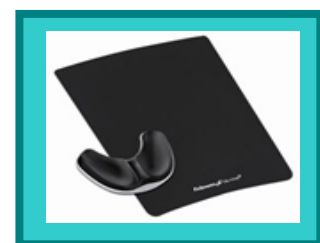
Yes No

Is the mouse used with a combined hand wrist movement with hand and arm parallel to, but not touching the desk?

Yes No

Is the mouse kept close to the keyboard and on the same level?

Yes No



6. DOCUMENTS

Is a suitable document holder available, if required, for computer source documents?

Yes No

Is it placed in front of or close to the centre of the user?

Yes No

Is a slope board available if required for bulky source documents or high levels of research &/or reading.

Yes No

7. TELEPHONE

- Is the phone placed on the opposite side of the desk to the dominant hand & close to user? (So user can write with dominant hand). Yes No
- Is a headset available if a user has frequent, lengthy or documented phone conversations? Yes No
- Does the user understand the damaging effects of cradling the handset or using poor posture while on the phone? Yes No
- If working from home, do you have a phone to allow effective communication in an emergency situation Yes No
- Emergency contacts and numbers are known Yes No



8. LAYOUT/STORAGE/HOUSEKEEPING

- Is there sufficient storage space at the workstation? Yes No
- Are the floors clear of trip hazards? Yes No
- Are there sharp corners of furniture etc. situated to avoid a hazard when passing? Yes No
- Are electrical connections & cords in a safe location & condition? Yes No

9. ENVIRONMENT

- Does the lighting level feel suitable for the work environment? Yes No
- Does the user find the level of noise compatible with the work being undertaken? Yes No
- Does the air flow feel adequate in the work area? Yes No
- Does the user find the air temperature suitable and the area free from draughts? Yes No
- The work area is segregated from other hazards in the home eg hot cooking surfaces in the kitchen Yes No
- Paths to the exits are reasonably direct Yes No
- Paths to the exits are sufficiently wide and free of obstructions or trip hazards to allow unimpeded passage Yes No
- The work area contains a first aid kit Yes No
- The work area contains a fire extinguisher able to be used for minor fires Yes No
- A smoke detector is installed in/near the chosen work area and is properly maintained Yes No



10. MANUAL HANDLING

- Has the employee received Manual Handling/Back Care education suitable for the tasks being undertaken? Yes No
- Are suitable mechanical aids provided if appropriate? Yes No

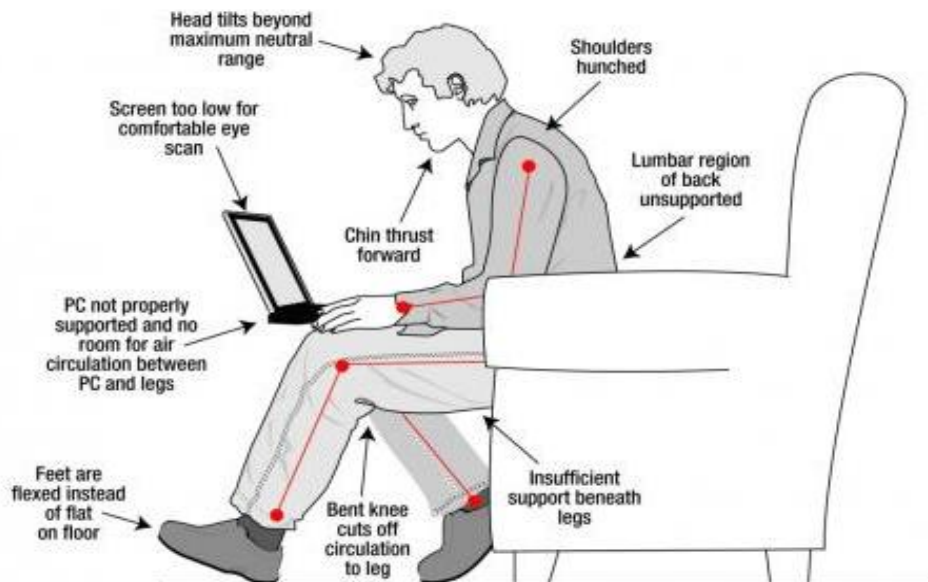
N.B. Problems identified should be discussed in consultation between the manager and employee to identify appropriate follow up actions required.

PROBLEMS IDENTIFIED	FOLLOW UP ACTIONS REQUIRED	DATE COMPLETED

Congratulations on completing this checklist! Safe practices, in addition to complying with legal requirements, bring long term health benefits, improve morale and increase productivity.

OFFICE ERGONOMICS AT HOME

You've completed the checklist and now you know what's required but consider the impact of ergonomics at home. Are you using a lap top computer on your desk or playing computer games with your phone resting on your lap?



See the ergotron.com site for more information on Harry above.

There are various sites that provide more information on laptops and mobile phone ergonomics. Some examples include:

<http://www.healthycomputing.com/mobile/>

<http://ehs.umich.edu/worker-safety/ergonomics/>

Reviewed 26 March 2020