

# Ergonomic Workstation Self-Assessment

**WHS-PRO-CHK-007a**

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## Employee Details

Employee Name:

Division/Directorate:

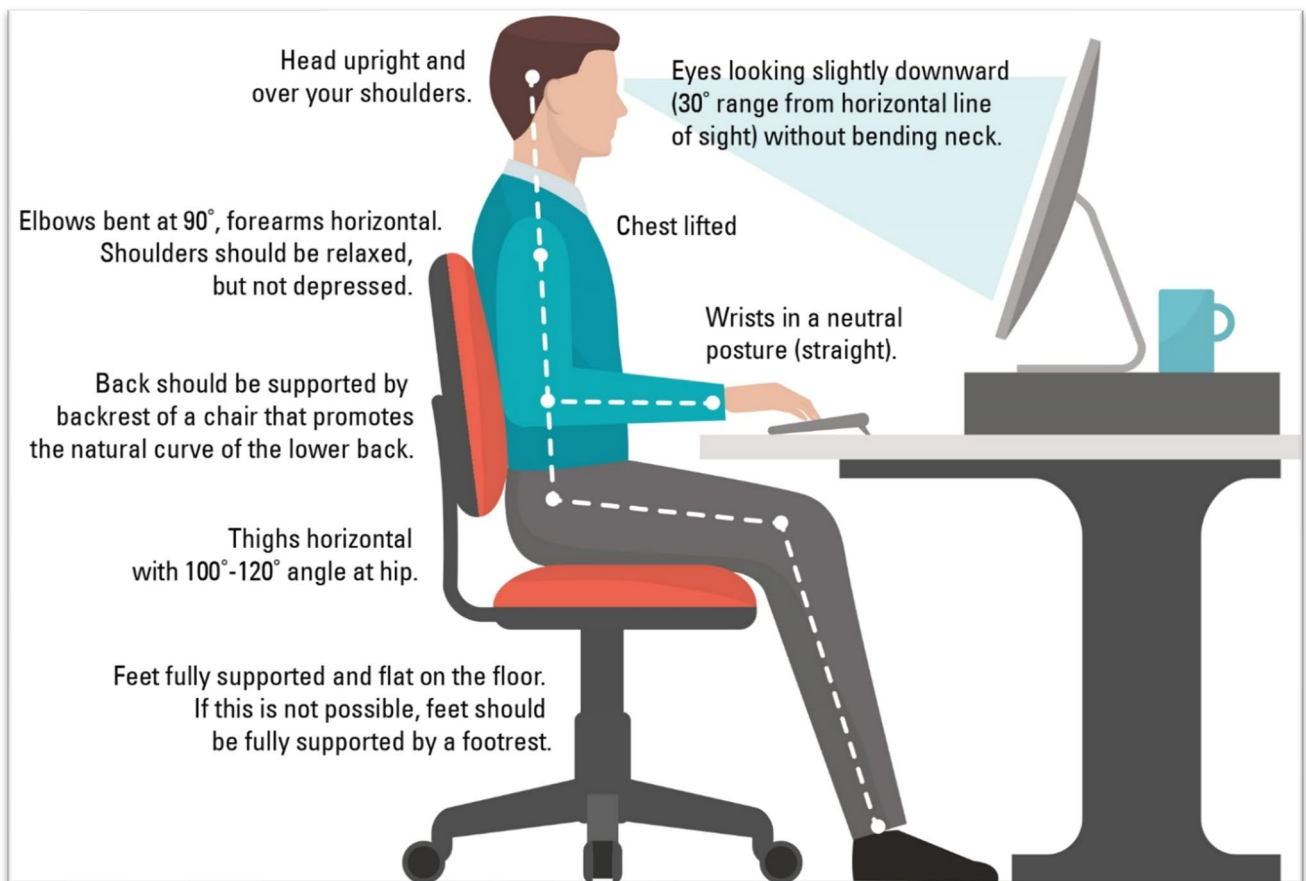
Building & Room Number:

Date of Assessment:

Manager/Supervisor Name:

Employees are to complete the following Ergonomic Workstation Self-Assessment in conjunction with any of the following applicable documents:

- [WHS-PRO-GUI-007b Seated Workstation Set Up Guideline](#)
- [WHS-PRO-GUI-007c Standing Workstation Set Up Guideline](#)
- [WHS-PRO-GUI-007d Sit to Stand Workstation Information Guideline](#)
- [WHS-PRO-GUI-007e Ergonomic Equipment Purchasing Guideline](#)
- [WHS-PRO-GUI-007f Activity Based Work Guideline](#)
- [WHS-PRO-GUI-007g Laptop Setup Guide](#)
- [Office Stretching Exercises](#)

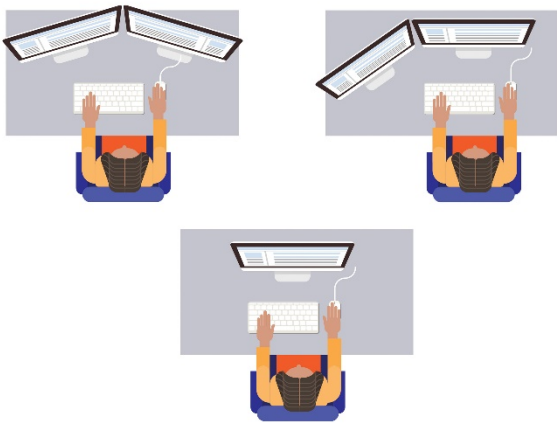
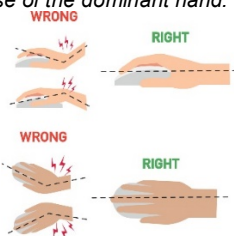


Chair	Complete	Comments / Actions	
Check the chair has a 5 wheel base and swivels freely.	<input type="checkbox"/>	<i>Familiarise yourself with the adjustment levers on the chair.</i>	
Check the chair has adjustable seat height, adjustable seat tilt, and a height and tilt adjustable and lockable backrest. The chair backrest should provide support to the lower and upper back.	<input type="checkbox"/>		
Version: 4.0 (21-1)	Approval Date: 10/2/2021	Next Review Date: 10/2/2024	Page 1 of 5

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Seated Position	Complete	Comments / Actions
Adjust chair height so that user can sit with elbows at approximately 90° with adequate forearm clearance above the desk surface.	<input type="checkbox"/> New footrest required? Yes No	If, after having adjusted the chair, your feet do not sit flat on the floor a footrest is required. If a footrest is required, discuss with your Manager and review the information sheet WHS-PRO-GUI-007e Ergonomic Equipment Purchasing Guideline before ordering footrest.
When seated in the chair, with back fully supported by back-rest, feet flat on floor or footrest, and knees at 90°, there is a two to three finger space between the back of the knees and the front edge of the seat.	<input type="checkbox"/> New chair required? Yes No	Chairs may have an adjustable seat depth using a seat slide. If so, adjust seat depth to achieve the recommended two to three finger gap. If the chair is noticeably too large or too small, discuss with your Manager to obtain an appropriately sized ergonomic chair (it may be possible to source a spare chair). If the purchase of a new chair is required, review the information sheet WHS-PRO-GUI-007e Ergonomic Equipment Purchasing Guideline.
Adjust seat tilt so that thighs are comfortably supported and parallel to the floor.	<input type="checkbox"/>	The joint angle at both the knees and hips should remain between 90° to 110° when seated.
Adjust backrest height so that it supports the curve of lower back when sitting upright. If a separate lumbar support adjustment is available, adjust to preferred comfort levels.	<input type="checkbox"/>	Different chairs use different mechanisms to adjust the backrest height e.g. lift the backrest notch by notch (ratchet back), turning the dial / lever to loosen backrest then lift, or adjusting back support placement manually.
Armrests	Complete	Comments / Actions
If armrests are present they are adjusted to ensure that movement of chair is not impeded (i.e. can fit under desk).	<input type="checkbox"/>	If armrests impede positioning or lead to poor posture, remove them.
Monitor	Complete	Comments / Actions
Position monitor approximately one arm length or 50cm away from user.	<input type="checkbox"/>	
1. Dual monitors of equal use are to be positioned centrally and angled slightly inward	<input type="checkbox"/>	
2. Dual monitors with one preferred screen use: position the primary screen directly in front of user with the second screen positioned to one side for occasional reference	<input type="checkbox"/>	
3. Single monitor: positioned directly in front	<input type="checkbox"/>	
Raise or lower monitor height so that eyes line up with the top edge of the computer screen. This promotes a 30° viewing angle between eyes and the centre of the screen.	<input type="checkbox"/>	
Mouse	Complete	Comments / Actions
Position the mouse close to user, next to keyboard and on same level, allowing elbows to remain under shoulders (at 90°) and close to body. Operate the mouse using the shoulder as the pivot point, rather than the wrist.	<input type="checkbox"/>	It is good practice to switch between left and right handed mouse use to reduce overuse of the dominant hand.  Practice <a href="#">keyboard shortcuts</a> to reduce mouse use

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Keyboard	Complete	Comments / Actions
Position keyboard so that elbows remain by the side of the ribs, under shoulders (bent at 90-100°).	<input type="checkbox"/>	<p><b>WRONG</b></p> <p><b>RIGHT</b></p> <p>Avoid resting wrists on the desk edge as this creates a sharp compressive force into the wrist.</p>
Align wrists in a straight “neutral” position. Adopt a floating wrist position when typing (like playing the piano). Or, allow sufficient support under forearms if resting on the desktop to key.	<input type="checkbox"/>	
Keyboard is to be centred to the chest using the GH keys for letter-key work, reposition keyboard for numeric or other desktop work.	<input type="checkbox"/>	
Place keyboard kickstands down to ensure neutral wrist position when typing.	<input type="checkbox"/>	
Workspace and Storage	Complete	Comments / Actions
Keep workstation area clear of unnecessary items, with frequently used items within close reach.	<input type="checkbox"/>	<p>Seldom Access (Tertiary Work Zone)</p> <p>Occasional Access (Secondary Work Zones)</p> <p>Repetitive Access (Primary Work Zones)</p>
Keep the area under the desk clear so that stored items do not encroach on space, impede movement or compromise posture.	<input type="checkbox"/>	
Arrange stored items so that frequently accessed or heavy materials are stored between waist and shoulder height.	<input type="checkbox"/>	
Laptops	Complete	Comments / Actions
If a laptop is used for prolonged periods, an external monitor or laptop riser must be in use, together with an external keyboard and mouse.	<input type="checkbox"/>	Refer to WHS-PRO-GUI-007h for more advice on laptop set up.
Telephones	Complete	Comments / Actions
Position telephone within reach on non-dominant side.	<input type="checkbox"/>	Do not cradle the phone between the ear and shoulder whilst typing.
Use a head-set or speaker (when appropriate) for prolonged or frequent telephone / mobile phone use when simultaneous keying/writing is required.	<input type="checkbox"/> New headset required: Yes No	
Document Holder	Complete	Comments / Actions
Use a document holder if frequently required to transcribe from hard copy to computer.	<input type="checkbox"/> New document holder required: Yes No	
Position the document holder between monitor and keyboard or adjacent and at same height to screen.	<input type="checkbox"/>	

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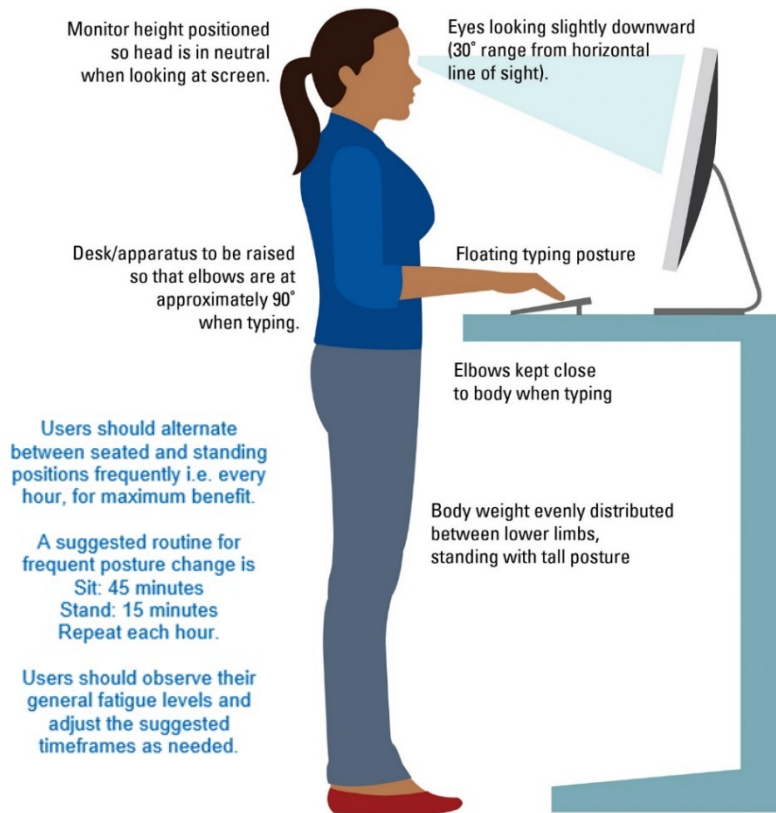
Environmental	Complete	Comments / Actions
Consider positioning of workstation, use of blinds, anti-glare screens to control glare.	<input type="checkbox"/>	<i>Liaise with the Manager if the ambient temperature, noise, lighting or glare is unsuitable.</i>
Ensure that lighting is suitable for the tasks performed.	<input type="checkbox"/>	
If work area has ambient noise, consider use of headphones to reduce distraction.	<input type="checkbox"/>	
Adjust computer contrast and brightness settings if required.	<input type="checkbox"/>	
Strategies for Health & Wellbeing in an Office Work setting	Agreed	Comments / Actions
Posture: Maintain an upright posture with even weight distribution through the lower limbs, chest lifted, shoulders back, chin tucked and elbows by sides.	<input type="checkbox"/>	<i>Ergonomic equipment design and placement is only part of the solution. How we work within that environment is just as important. Implement these tips as a strategy to prevent or manage discomfort / pain in the workplace.</i>
Microbreaks: Take regular short (30s) breaks every 30 minutes to avoid prolonged, static postures.	<input type="checkbox"/>	
Task rotation: Where possible alternate tasks at the computer with non-computer-based activities.	<input type="checkbox"/>	
Equipment Placement: Move equipment position depending on task being performed e.g., swivel chair to face the non-computer tasks instead of twisting, move phone closer if making lots of phone calls.	<input type="checkbox"/>	
Equipment Use: Alternate mouse between left and right hands (train your brain!).	<input type="checkbox"/>	
Stretches: Perform regular stretches throughout the work day.	<input type="checkbox"/>	
Eye Strain: Look away from the screen at least every 20 minutes for 20 seconds or more.	<input type="checkbox"/>	

Summary		
Equipment required:		Chair: see WHS-PRO-GUI-007e Ergonomic Equipment Purchasing Guideline
<input type="checkbox"/> Chair	<input type="checkbox"/> Other:	Current chair size:
<input type="checkbox"/> Footrest	.....	Seat depth:
<input type="checkbox"/> Headset	.....	Seat width:
<input type="checkbox"/> Document holder	.....	Required chair size:
	.....	Seat depth:
		Seat width:
		Weight rating: Standard / Heavy duty

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Sit to Stand Desk (if applicable)	Complete	Comments / Actions
When standing, desk height is raised so that elbow angle remains at approximately 90° with elbows positioned by side, and adequate forearm clearance above the desk surface	<input type="checkbox"/>	<p>Please ensure that the following guidelines have been read before using a Sit to Stand desk</p> <ul style="list-style-type: none"> <li>WHS-PRO-GUI-007c Standing Workstation Set Up Guideline</li> <li>WHS-PRO-GUI-007d Sit to Stand Workstation Information Guideline</li> </ul>
Adopt an upright posture when standing, with weight distributed evenly between lower limbs	<input type="checkbox"/>	
Adopt optimal manual handling technique when transitioning between sitting and standing	<input type="checkbox"/>	
Store chair safely when not in use (avoid creating a trip hazard)	<input type="checkbox"/>	
Anti-fatigue mat in place (only if required), and stored appropriately when not in use	<input type="checkbox"/>	
Ensure that tasks performed whilst using standing workstation do not negatively impact on other employees (i.e. try to minimise creating a visual or audible distraction)	<input type="checkbox"/>	
User regularly alters working position each hour e.g. 15 minutes standing / 45 minutes sitting	<input type="checkbox"/>	
Wear appropriate footwear for standing i.e. flat, supportive shoes.	<input type="checkbox"/>	

If you have an injury or are experiencing ongoing discomfort please lodge an incident notification on RiskWare to alert the WHS Injury Prevention and Management Advisor.

This record is to be stored locally with your line manager.