This checklist is intended for use by employees and students to self-assess a computer workstation. It can also be used by an assessor conducting a supplementary assessment or review of an individual. It is designed to provide guidance on making simple workstation adjustments to optimise comfort, health and safety, and if required, identify the need for additional equipment or interventions. This checklist is intended for use on campus.

**Part A - Assessment Checklist** – self assessment to be completed by an individual.

**Part B- Assessor Assessment and Report** – to be completed byHSBP or equivalent where additional assistance is required.

If working from home the **Planned Working From Home Workstation Assessment Checklist** is to be completed.

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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safety on campus workstation assessment checklist |

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| **PART A ASSESSMENT CHECKLIST** | | | |
| Name |  | Employee ID |  |
| Email |  | Height |  |
| Supervisor Name |  | Dominant Hand |  |
| Department |  | Date |  |

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| **PRE-EXISTING HEALTH ISSUES** | **YES** | **NO** | **N/A** | **COMMENTS** |
| A pre-existing health issue, injury or condition exists that impacts work capacity and requires reasonable workplace adjustments and/or specialist assistance. |  |  |  |  |
| **1 TASK CHAIR** | **YES** | **NO** | **N/A** | **COMMENTS** |
| * 1. The task chair is in good condition and has the following features: * Seat height adjustment * Back rest height adjustment * Backrest tilt/recline - lockable in preferred position * Adequate cushioning of seat pan and backrest |  |  |  |  |
| 1.2 The back rest is at an angle of 90-110 degrees to the seat pan and there is approximately a hand fist gap between the seat pan and the back rest. |  |  |  |  |
| * 1. It is possible to sit back into the chair, so the backrest connects and supports the lower back and there is approximately 1-3 fingers width clearance between the front edge of the seat and the back of the knees   ***Note:*** *matching seat depth to thigh length is an important element of chair fit* |  |  |  |  |
| 1.4 When seated at the workstation with hands resting gently on the keyboard it is possible to achieve the following neutral posture:   * Shoulders relaxed downwards and symmetrical, eyes straight ahead * Elbows vertically aligned with shoulders, and resting in close to the body * Elbows slightly higher than wrists when typing so that the underside of the forearms are lightly supported on the desk surface   Source:  WorkSafe Victoria   * Wrists almost flat, fingers gently curved * Hips slightly higher than knees * Feet forward of the knees, flat on the floor or on a  footrest and not dangling, crossed or tucked back  under the chair   **Note**: If standing to work the first 4 bullet points above can be achieved. Aim to stand for 15 minutes each hour. |  |  |  |  |
| 1.5 Chair arms are absent unless needed for balance or to assist getting on/off chair  ***Note:*** *Arms are not routinely recommended as they restrict chair movement at the workstation.* |  |  |  |  |
| 1.6 **If one or more NO boxes are ticked, and chair fit, function and support cannot be overcome with chair adjustment is a new chair (e.g. smaller or larger seat, more supportive back rest) required?** | | | | |

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| **2 DESK** | **YES** | **NO** | **N/A** | **COMMENTS** | |
| 2.1 The (seated) desk is between 650mm and 750mm high, minimum 700mm deep with a maximum desktop thickness of 35mm |  |  |  |  | |
| 2.2 If a sit/stand desk is available it is adjustable without effort and has a height range to comfortably accommodate both sitting and standing height—*see section 1.4* *above.* |  |  |  |  | |
| 2.3 Sufficient leg room is available under the desk and there are no fixed or stored items encroaching into the leg space or restricting posture.  ***Note****: Clearance required under desk for legs is 400mm either side of navel for sideways leg movement; 450mm forward of front edge of desk for knees; and 620mm at feet level* |  |  |  |  | |
| 2.4 The desktop dimensions adequately accommodate all required equipment /items allowing work to be undertaken in unrestricted postures. |  |  |  |  | |
| 2.5 The desk is suitable, and the posture described in section 1.4 above can be achieved. |  |  |  |  | |
| 2.6 **If one or more NO boxes are ticked, and the desk suitability cannot be overcome by adjustment or housekeeping is an alternative desk or modifications to the desk required?** | | | | | |
| **3 COMPUTER MONITOR(S)** | **YES** | **NO** | **N/A** | **COMMENTS** | |
| 3.1 The monitor/s position is/are not dictated by shelving insufficient cable length or other structure or impediment. |  |  |  |  | |
| 3.2 The monitor/s is positioned for optimal viewing- approximately arms reach away |  |  |  |  | |
| 3.3 The top of the monitor/s is approximately in line with eye height (for optimal neck posture and comfort).  ***Note:*** *If wearing multi focal lenses the monitor/s should be lowered and tilted up.* |  |  |  |  | |
| 3.4 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:*** *Using multiple monitors extends the width of the visual field and potential neck movement. Swivel chair side to side (rather than the neck) to visually navigate between monitors*  ***Note:*** *If using more than two monitors, specific equipment may be needed to optimize set up* |  |  |  |  | |
| 3.5 Screen readability - brightness, contrast, font size etc. are well adjusted for visual comfort and to accommodate any special visual requirements. |  |  |  |  | |
| 3.6 The monitor screen/s are positioned to avoid glare or reflections from light sources. |  |  |  |  | |
| 3.7 If a laptop is used for extended periods of time, a laptop raiser and an external keyboard and mouse are provided.  ***Note*** *Working with mobile with portable devices is associated with postural hazards – This is further explained in Office Ergonomics. Part 10. Mobile technology devices (available in TrainME).* |  |  |  |  | |
| **4 KEYBOARD** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 4.1 The keyboard is positioned directly in front and at a distance from the edge of the desk that feels comfortable and supportive for the arms / shoulders. |  |  |  |  |
| 4.2 Wrists are almost flat (10-20 degrees extension) whilst keying - not leaning on the desk creating a sharp upwards angle at the wrist joint.  **Note***: A keyboard wrist rest no higher than the keyboard may assist in keeping the wrists flat but should be first trialed* |  |  |  |  |
| 4.3 When typing, fingers are gently curved and key strike is soft. |  |  |  |  |
| 4.4 Short cut keys are used where available to reduce mouse use |  |  |  |  |
| 4.5 The keyboard width allows the mouse to be used with the elbow close to the body.  **Note***: If the keyboard dimensions cause a long reach away from the body to use the mouse a shorter nonnumeric keyboard may assist* |  |  |  |  |
| 4.6 Brief pauses (every few minutes) are taken from continuous keying work. |  |  |  |  |
| **5 MOUSE** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 5.1 The mouse size/shape fits the hand allowing a relaxed hand position with the padded sections at the base of the palm connecting with the desktop |  |  |  |  |
| 5.2 The mouse operates smoothly over the desk surface or flat mouse pad.  ***Note:*** *Mouse pads with a raised section are not recommended as they promote risky wrist and arm postures and actions* |  |  |  |  |
| 5.3 The mouse is responsive and operates at a speed that suits the tasks performed. |  |  |  |  |
| Illustration of correct arm/hand alignment during mouse use.5.4 Mouse posture involves:   * Shoulder relaxed * Elbow close to side of body * Forearm lightly supported on desktop * Circular, smooth, whole arm movements with wrist still-not moving from side to side * Middle finger maintained in straight line with forearm |  |  |  |  |
| 5.5 Brief rest breaks are taken when perform long periods of mouse work where the hand is taken off the mouse and stretched. |  |  |  |  |
| 5.6 **If one or more NO boxes are ticked in any part of this section is an alternative mouse (e.g. smaller/ larger size, vertical shape) required?** | | | | |
| **6 DESKTOP ITEMS** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 6.1 A document holder is available for prolonged referencing or transcribing. |  |  |  |  |
| 6.2 A writing slope is available for prolonged editing hard copy documents. |  |  |  |  |
| 6.3 A comfortable headset is available for virtual conferencing or long or frequent phone conversations. |  |  |  |  |
| 6.4 All frequently used desktop items are within comfortable reach. |  |  |  |  |
| **7 PHYSICAL ENVIRONMENT** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 7.1 Noise levels at the workstation are conducive to concentration. |  |  |  |  |
| 7.2 The lighting at the workstation is adequate and comfortable for the tasks, and does not influence posture e.g. cause peering, leaning or squinting. |  |  |  |  |
| 7.3 The room temperature and air flow are comfortable. |  |  |  |  |
| 7.4 There are no trip hazards e.g. cabling, mats, poor housekeeping in the immediate environment. |  |  |  |  |
| 7.5 Cabling around workstation is well managed to avoid inadvertent contact. |  |  |  |  |
| **8 PERSONAL STORAGE** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 8.1 Storage for personal items is sufficient and accessible. |  |  |  |  |
| **9 WORK DEMANDS (PSYCHOSOCIAL FACTORS)** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 9.1 Skills and capabilities are well matched to the requirements of the work role. |  |  |  |  |
| 9.2 Work deadlines are realistic and achievable and there is sufficient control over the work pace and workload. |  |  |  |  |
| 9.3 The workplace culture is positive, respectful and supportive.  ***Note: Psychosocial factors are known to influence physiology /physical comfort*** |  |  |  |  |
| **10 REST BREAKS** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 10.1 Regular brief rest breaks are taken to stretch and move.  ***Note:*** *Breaking from fixed postures every 30 minutes for 1-2 minutes is recommended* |  |  |  |  |
| **11 OUTCOME** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 11.1 The workstation is suitable and no further intervention/equipment is required |  |  |  |  |
| **11.2 If answered NO to 11.1 above please specify the type of additional intervention or equipment required:** | | | | |
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| **PART B ASSESSOR REVIEW AND REPORT** | | | |
| Assessor Name |  | Assessor Title |  |
| Assessor Email |  | Assessor Department |  |
| Date of the assessment |  |  |  |

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| **Reasons for the assessment** |
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| **Findings and Recommendations** |
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| **Additional info /links/references** |

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| Please be advised that the University may ask you to provide further information relating to workstation arrangements in order for the University 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].  **PRIVACY STATEMENT**  The University has collected personal information about you in this form for purposes related to administering your employment at the University, and to ensure compliance with relevant laws, including workers’ compensation and equal opportunity laws. The University must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting, using or disclosing personal information. For more information refer to the [*Staff privacy statement*](https://about.unimelb.edu.au/strategy/governance/compliance-obligations/privacy/privacy-statements/staff-privacy-statement), the [*Privacy at the University of Melbourne*](https://about.unimelb.edu.au/strategy/governance/compliance-obligations/privacy) and the University of Melbourne [*Privacy Policy*](http://policy.unimelb.edu.au/MPF1104). |