



This checklist can be utilised as a tool to ensure that workstations are appropriately adjusted to ensure that safe working postures are achieved.

<b>Name:</b>		<b>Name of Supervisor:</b>	
<b>School / Unit:</b>		<b>School / Unit:</b>	
<b>Phone:</b>		<b>Phone:</b>	
<b>E-mail:</b>		<b>E-mail:</b>	

**Chair**

- The chair is easily adjusted from a seated position (Seat back height and angle, seat height) Yes / No / N/A
- The seat back is adjusted so the lumbar support of the chair supports the lower back Yes / No / N/A
- The forearms and wrists are parallel to the floor or angled down slightly when chair height adjusted Yes / No / N/A
- When chair height is adjusted appropriately, the feet are positioned on the ground Yes / No / N/A
- If feet are not positioned on the ground, a foot rest is provided Yes / No / N/A
- Seat back angle is adjusted so user is in an upright position when using keyboard Yes / No / N/A

**WorkStation Desk**

- Desk is large enough for the completion of mixed tasks (computer and reading / writing) *(Australian Standard 4442:1997 advises this should be at least 1600mm x 800mm)* Yes / No / N/A
- Desk is between 680mm and 735 mm high Yes / No / N/A
- If desk is height adjustable - is this easily adjusted? Adjusted so forearms are parallel to floor or angled down slightly? Yes / No / N/A
- Desk is designed so frequent trunk twisting / rotation is not required Yes / No / N/A
- User is able to sit close to workstation without any impediment Yes / No / N/A
- (Check that the desktop is thin, chair arms are not in the way, clear leg room)*
- If documents are regularly referred to, they can be positioned and supported (ie. use of document holder, or desk slope) to avoid unnecessary neck movement (looking sideways / downwards). Yes / No / N/A

**Monitor**

- Is positioned at approximately an arms distance when in an upright seated position Yes / No / N/A
- Is positioned at an appropriate height *(neck remains in a neutral position - not required to look upwards or downwards to view monitor)* Yes / No / N/A
- If using a laptop, this is either raised, or this is positioned on a docking station Yes / No / N/A
- Monitor is positioned away from direct light sources and is free from glare / reflection Yes / No / N/A

**Keyboard and Mouse**

- Elbows remain close to side of body when keyboard and mouse are utilised Yes / No / N/A
- Mouse is at the same level as the keyboard Yes / No / N/A
- Separate keyboard and mouse is used if utilising laptop compute for extended periods Yes / No / N/A

**Work Environment**

- Lighting is adequate (able to read / refer to documentation without eye strain) Yes / No / N/A
- Noise levels are not distracting from task concentration Yes / No / N/A
- Ventilation (natural or artificial) is adequate Yes / No / N/A

**Date Completed:** \_\_\_\_\_

## Actions or equipment required

List any actions or equipment (eg. document holder, monitor stand) or modifications (eg. workstation adjustments) required:

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For further information:

- Contact Annette MacManus (Return to Work Co-ordinator), on 9385 3784
- Refer to [UNSW Ergonomic Principles and Guidelines](#)
- Attend Preventing Occupational Overuse Injury Training. Workshops are completed monthly (Please see RMU Website for dates <http://www.riskman.unsw.edu.au/ohs/training1.htm>)

## Reference List:

Australian/New Zealand Standard: 4442:1997 *Office Desks*. Standards Australia

Australian Standard 3590.2-1990. *Screen Based Workstations - Part 1. Workstation Furniture* Standards Australia.

*Health Safety in the Office*, NSW WorkCover Authority, 1993.

*Keyboard Workstation Assessment Inspection Checklist*, University of Melbourne.

*Keyboard Workstation Assessment Inspection Checklist*, WorkSafe Australia.