

Workstation Ergonomic Checklist

Name		Workplace	
Role		Date	

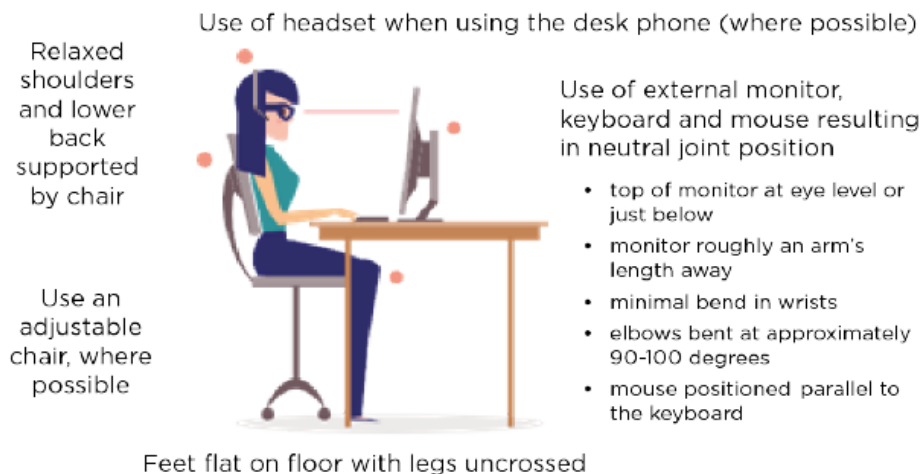
The aim of this checklist is to optimise the comfort of office staff and reduce the risk of suffering musculoskeletal injuries or disorders. It is designed to assist in making the correct adjustments to the equipment and furniture at a workstation.

This checklist is intended as guidance only, and should not replace an ergonomic assessment from a licenced occupational therapist. Any adjustments or purchase of ergonomic equipment is the responsibility of the line manager. If any major adjustments have to be made to your workstation, a medical certificate may be required.

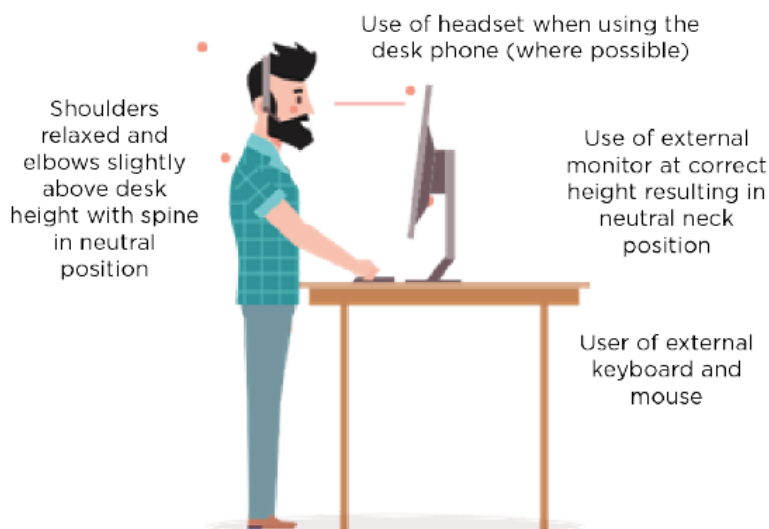
It should be used when:

- a new employee begins work as part of an induction
- an employee relocates to another workstation either temporarily or permanently
- an employee has returned to work from an extended leave of absence
- an employee is experiencing any pain or discomfort as a result of their workstation

Sitting



Standing



It is recommended that workstation assessments be conducted during normal school/working hours, under typical operating conditions.

Workstation Ergonomic Checklist

CHAIR	Yes/ No	Follow up required
Feet are flat on the floor or footrest, hips/knees are at 90° - 110° angle		
If using a footrest is it set up correctly?		
Seat depth is appropriate with no more than approximately 80mm of thigh unsupported. The edge of the seat is not pressing into back of the knee		
Lumbar support fits into the small of the back		
Work Station	Yes/ No	Follow up required
Desk height is adjusted so the elbows are resting near sides and at 90 – 100° angle		
Keyboard is set up so wrists are maintained in a neutral position (e.g. Stilts are down on the keyboard)		
The mouse is within easy reach and in good working order		
The telephone or headset pick-up is within easy reach of the user		
Is a document holder required/provided and instructions given on how to use it safely?		
Other frequently used items are positioned to avoid seated twisting/ bending/ extended reach to access them?		
Computer Monitors	Yes/ No	Follow up required
The monitor/s are central to the seated keying position		
The monitor/s are at a comfortable reading distance - approximately at arm's reach / comfortable for the user		
The top of monitor/s or tool bar are at eye level to 30 degrees below		
Work Organisation and Work Practices	Yes/ No	Follow up required
Have you modified any work practices to reduce repetitive movements?		
Are you using keyboard shortcuts as an alternative to using the mouse?		
Are you varying duties to avoid sitting or standing for long periods of time?		
Lighting	Yes/ No	Follow up required
Is there adequate lighting for the work area?		
Are screens positioned side on to any windows to reduce glare and eye strain/ fatigue?		
Standing Desk	Yes/ No	Follow up required
Desk height is easily adjustable or a desk mounted system used?		
Entrapment risks are considered when raising and lowering desks?		



Workstation Ergonomic Checklist

Workstation Stretches

Postural changes throughout the day will be helpful in optimising the comfort at your workstation. Consider doing these stretches throughout the day, or get up and go for walks around the office whenever there is the opportunity. If you have any existing medical conditions, please consult a medical practitioner before undertaking any of these exercises.



Leg Stretches

Why: To stretch the large muscle groups of the legs.

Step 1: To stretch the quads, stand on one leg with your knees touching. Grab your left foot and pull towards your backside. Remember to stand upright. Hold for 20-30 seconds then repeat on the right leg.

Step 2: To stretch the hamstrings, stand with the left leg outstretched in front of the other. Bend slowly forward, placing your weight through the bent leg. Keep your left foot pointed upwards. Hold for 20-30 seconds then repeat on the right leg.



Back Stretches

Why: To keep your back and glutes flexible

Step 1: With your hands on your hips, arch backwards. Hold for 10 seconds and repeat 5 times.

Step 2: Bring your knee up towards your body and give it a big hug. Hold for 10 seconds and repeat twice on each side.



Shoulder & Neck Stretches

Why: To stretch out your chest, shoulders and neck

Step 1: Place your left palm against the wall and turn your body away from it. Hold for 20-30 seconds and then repeat on the right arm.

Step 2: Place your left arm behind you and your right arm on the side of your head. Pull gently down with the right arm until you feel a stretch down the side of your neck. Hold for 20-30 seconds and then repeat on the opposite side.

