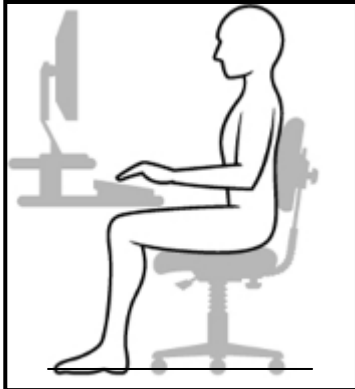# Computer Workstation Self-Assessment Checklist

The following checklist is provided to assist you with setting up and assessing your computer workstation.   This checklist can be used as an alternative to completing the on-line e-learning module '*Introduction to the Design and Use of Computer Workstations'* (to access: http://qheps.health.qld.gov.au/safety/elearning.htm).

- ❖ As you complete this self-assessment checklist, record any problems identified, corrective actions taken and recommendations in each relevant section and report these to your Supervisor /Line Manager. **Allow yourself at least a week with your new set up to determine if you are gaining benefits from the changes.**
- ❖ Provide a copy of this completed checklist to your Supervisor / Line Manager.
- ❖ Your Supervisor / Line Manager should then complete the control plan at the end of this checklist and both of you should sign off on the assessment.
- ❖ You may need to ask your Supervisor / Line Manager, a fellow staff member or a Work Health and Safety Representative (or equivalent) for help in checking your posture whilst you make adjustments.

Name: _____   Date: _____

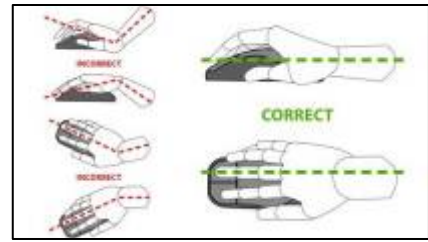| SECTION 1: Chair		
Adjust your chair: ➢ Adjust chair height so that your elbows are by your side and level with the desk or slightly above the desk. ➢ Adjust the height of the backrest to support the inward curve in your lower back. ➢ The backrest angle is adjusted to a comfortable position, for most people this will be an upright or slightly reclined position. ➢ If your feet are not flat on the floor, use a footrest. ➢ Your chair castors should match the floor surface in the work area – hard castors for soft flooring & soft castors for hard flooring.		
Question	**Yes/ No**	**Possible Solutions**
Are your feet on the floor or foot rest so that your knees are at 90° (right angles) and hips slightly above the knees?		Provide a footrest. Adjust back rest angle or seat tilt angle.
Is your bottom well back in the seat with your lumbar spine (lower back) supported?		Adjust the backrest of your chair to support the curve in your lower back. If your chair does not adequately support your lower back after adjusting it, provide an alternative chair* that supports your lower back.

Do you have adequate leg support so that 2-3 fingers fit between the chair and the back of your knee?		If the seat is too deep – provide an alternative chair* with a shorter seat pan. If the seat is too shallow – provide an alternative chair* with a longer seat pan.
Can you get close to the workstation without hindrance?		Remove the arm rests. Provide a chair with adjustable arm rests.
Counter work – Is there a chair appropriate for sit/stand work?		Provide a sit/stand stool or high 'counter/ drafting' type office chair, with a foot support ring.
Do your wheel castors match the flooring in your work area? **(Note: hard castors = soft flooring; soft castors = hard flooring).**		Provide alternative castors or chair*.
Actions taken & recommendations (list any adjustments you have made and recommendations you have to improve your workstation ergonomics?):		

* Discuss options for a more detailed seating assessment with your Supervisor/Line Manager.

SECTION 2: Monitor
• Position your monitor directly in front of you, with the monitor approximately one arm's length away from you.
• The top of the monitor should be level with or slightly below eye level to avoid having to tilt the head back to look up at the screen. (N.B. If you wear bifocals you will need the screen lower).

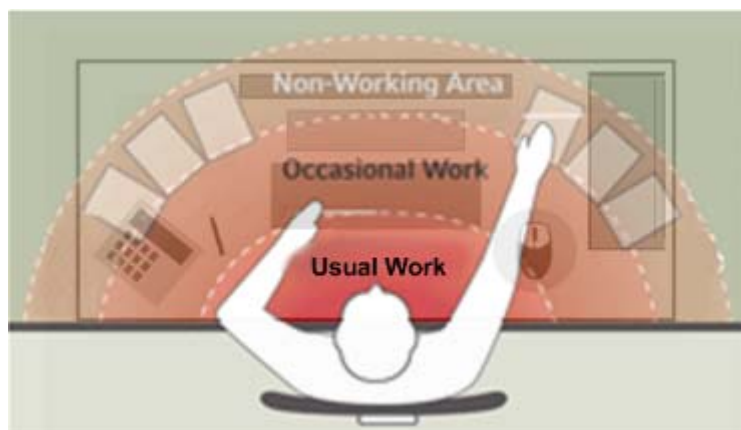| Question	Yes/ No	Possible Solutions
Is the top of the monitor (toolbar) at eye level when you are seated in the chair and looking straight ahead? (If needed, get someone to check while you are keying).		Adjust monitor height. Discuss the need for task specific spectacles with your Optometrist.
Is the monitor located directly in front of you at approximately an arm's distance when seated?		Reposition the monitor on the desk.
Is there glare on the screen?		Reduce glare by re-positioning the monitor parallel to the windows, decreasing overhead lighting, using window shades, tilting the screen or using an anti-glare filter.
If you use dual monitors, are they positioned appropriately? (Note: If you use both screens equally, align them centrally to you and tilt each monitor facing slightly inwards. If you use one screen primarily, align this monitor closer to the centre position and angle the other screen in towards you).		Reposition the monitors as required.
Actions taken & recommendations (list any adjustments you have made and recommendations you have to improve your workstation ergonomics?):		

SECTION 3: Keyboard and Mouse

- Position your keyboard directly in front of you.
- The keyboard should be a comfortable distance from the edge of the desk to allow the forearms to be supported.
- Your mouse should be as close as possible to the edge of the keyboard, with your elbow is positioned close to your body in a comfortable position.
- When using the keyboard and mouse, keep your wrists neutral (not bent down or to the sides but extended slightly upwards) and shoulders relaxed.

Question	Yes/ No	Possible Solutions
Is your keyboard positioned centrally in front of you and in-line with the monitor?		Reposition the keyboard on the desk.
Are your forearms supported on the desktop when using the keyboard?		Position keyboard at a comfortable distance from the edge of the desk to allow the forearms to be supported. Position the keyboard flat or only slightly sloped to avoid a cocked wrist position.
Is your forearm supported on the desktop when using the mouse?		Position the mouse as close to and preferably level with the keyboard. Reposition your mouse closer to you so that you are not using it with an outstretched arm. Reposition the mouse forward to enable your forearm to be supported when using the mouse.
Do you use keyboard shortcuts to reduce mouse use?		Consider using keyboard shortcuts to minimise time spent using the mouse.
Is your keyboard too wide to allow you to position your mouse appropriately?		Consider being flexible with keyboard and mouse position – for mouse intensive tasks, shift the keyboard to the side or forward to allow the mouse in front of your shoulder. Remember to reposition at the end.
Actions taken & recommendations (list any adjustments you have made and recommendations you have to improve your workstation ergonomics?):		

SECTION 4: Desk

- ✓ Position frequently used items within easy reach on your desk top.

Question	Yes/ No	Possible Solutions
Is there sufficient room on your desk to set up your computer correctly?		Remove clutter from your desk to allow adequate workspace.
Are frequently used items within comfortable reach?		Rearrange your desk so that frequently used items are closer.
Is the area underneath your desk free from stored items that would reduce leg room and freedom of movement?		Do not store items under the desk - this will affect the leg clearance at the workstation.
Actions taken & recommendations (list any adjustments you have made and recommendations you have to improve your workstation ergonomics?):		

SECTION 5: Document Holder

- ✓ Position your document holder between the keyboard and monitor or beside the monitor at the same height as the screen, so as to avoid bending or twisting the neck.

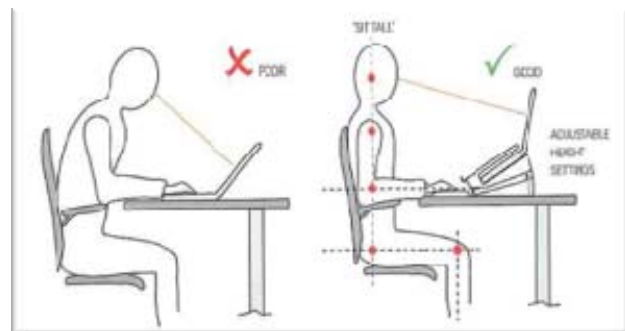| Question	Yes/ No	Possible Solutions
Do you spend a large proportion of your day transcribing from or referring to paper documents to the computer?		Provide a document holder and position appropriately.
Actions taken & recommendations (list any adjustments you have made and recommendations you have to improve your workstation ergonomics?):		

SECTION 6: Telephone

- ✓ Repeatedly reaching for the telephone which is too far away may result in strain on the shoulder, neck and arm.
- ✓ Do not cradle the telephone between your head and shoulder.

Question	Yes/No	Possible Solutions
Is your telephone in an ideal position on your desk?		Keep the telephone close at hand so that you can reach without stretching
Do you spend a large proportion of your day on the telephone whilst simultaneously writing or keying?		Avoid tilting the head/neck to cradle the telephone on your shoulder. Use your hand to hold the receiver. Use a headset or the speaker function.

Actions taken & recommendations (list any adjustments you have made and recommendations you have to improve your workstation ergonomics?):

SECTION 7: Laptop

- Laptop computers are intended to be used for short periods of time only (e.g. less than 1 hour at a time).

Question	Yes/No	Possible Solutions
Is your laptop only used for short periods of time (less than one hour?)		If using for long periods (e.g. over 1 hour at a time) then it is recommended that the laptop be used with: • A docking station, separate monitor, keyboard and mouse; or • A laptop stand (to raise the height of the screen), separate keyboard and mouse.

Actions taken & recommendations (list any adjustments you have made and recommendations you have to improve your workstation ergonomics?):

SECTION 8: Daily Tasks		
• Minimise tired muscles by taking frequent short breaks from an activity and by doing simple exercises during those breaks to aid recovery: refer to the Computer Use Fact Sheet for examples of these stretch exercises (http://qheps.health.qld.gov.au/safety/ergo/resources_office.htm)		
List your main daily tasks ➲		
➲		

Question	Yes/ No	Possible Solutions
Are your daily tasks varied to help overcome repetitive and prolonged activities?		Break up long periods of continuous computer use by performing alternative tasks that require you to stand and walk away briefly from your computer.
Do you take rest breaks or short work pauses regularly?		Take regular short breaks to relax hand postures, look away from the computer or stand and stretch your legs.
Do you change your posture and stretch regularly?		Vary your posture as much as possible. Stand or walk about, or do some stretches at least every 30 minutes.
Do you take steps to avoid eye fatigue from prolonged computer use?		Where possible, make adjustments to computer settings (e.g. screen contrast; font size). Take steps to manage glare on the monitor (see section 2). Discuss the need for task specific spectacles with your Optometrist.
Actions taken & recommendations (list any adjustments you have made and recommendations you have to improve your workstation ergonomics?):		

Additional Notes/Comments/Questions: (if you think of anything extra during your self assessment note them below to discuss with your Supervisor/ Line Manager or Occupational Health and Safety Officer).

Supporting Documents:
Computer Use Fact Sheet: http://qheps.health.qld.gov.au/safety/ergo/resources_office.htm

Developed and compiled by:
Healthcare Ergonomics
Organisational Health │ HR Services Branch
System Support Services Division
Department of Health
Contact: OHS@health.qld.gov.au

Computer Workstation Self-Assessment Checklist Record & Control Plan

Date of self-evaluation			
Surname		Given Names	
Position Title		Class/Level	
Dept/Location		Contact No	
Supervisor / Line Manager		Contact No	

Where hazards or risks have been identified, complete the following control plan:

Equipment/ Task Set-up Complete?	YES / NO	If 'NO': Recommendations/ Control	Approved by	Action Date	Who is Responsible	Review date
Chair/ sitting position						
Monitor						
Keyboard						
Mouse						
Desk / Storage						
Document Holder						
Phone						
Laptop						
Daily Tasks						

Acknowledgment of Assessment and Recommendations

_____

Employee's Name / Signature

Date: ____ / ____ / ____

_____

Line Manager's Name / Signature

Date: ____ / ____ / ____

Responsibility

It is the responsibility of the work area to organise and implement the agreed recommendations/ controls. If you need further assistance to evaluate your workstation, discuss with your Supervisor/Line Manager options for a more detailed assessment.

Monitor & Review

Once agreed recommendations have been implemented, Supervisors/Line Managers should review and monitor these to check their effectiveness and to identify if any new concerns have arisen.

Review date	Outcome of review *Effectiveness of controls, outstanding recommendations or any new concerns*	Review completed by