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| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | **WORKSTATION ASSESSMENT CHECKLIST** | | | |
| **Student Name:** | | **Unit & Location:** | **Supervisor Name:** | **Date of Assessment:** |

This checklist is designed to assist you to make the correct adjustments to the equipment and furniture at your workstation.

**Use this checklist:**

* when you commence work as part of your induction
* when you relocate to another workstation temporarily or permanently or your workplace layout changes
* if you have returned to work from an extended leave of absence.

*NOTE: If you have sustained an injury or are suffering from a medical condition contact your supervisor for advice.*

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|  | **Key Features of Correct Setup:**   1. **Elbows** above the desk, at right angles 90-110˚. 2. **Shoulders** relaxed and not hunched. 3. **Wrists** in line with forearms. 4. **Hips, Knees, Ankles** at 90˚ when seated. 5. **Feet** flat on the ground or footrest. For prolonged standing consider a mat. 6. **Head** upright with ears aligned with shoulders. 7. **Eyes** looking at top of monitor or slightly below. Consider use of a laptop raiser with your laptop. 8. **Seat length** should be long enough to support the thighs (approx. 5cm clearance between the front edge of the seat and the lower part of the legs). 9. **Backrest** angled at 90-110˚ with adequate lumbar support for the lower back. 10. **Keyboard** positioned flat and as close to the front edge of the desk as is comfortable. Mouse close to keyboard and gripped loosely. 11. **Laptop** used with a raiser, docked into a desktop computer with connecting keyboard and mouse. |

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| **Chair** | **Instructions** | | **Action** | **Follow Up** |
| Chair  (swivel with minimum 5 castor base) | Do you know how to adjust your chair mechanisms?  q seat height q backrest height  q seat length q seat tilt q backrest angle | qYes  q No |  |  |
| Seat height | Seat height is adjusted so keyboard is slightly below elbow height to allow natural drop of shoulders. | qYes  q No |  |  |
| Feet are flat on the floor with knees bent at right angles and thighs parallel to the floor. | qYes  q No |  |  |
| If feet are not flat on ground, use a footrest. | qYes  q No |  |  |
| Backrest | Backrest height adjusted so that the lumbar support fits into the curve of lower back. (*refer to 9 on the above diagram)* | qYes  q No |  |  |
| Backrest size supports the upper back region. | qYes  q No |  |  |
| Seat tilt | Hips and upper legs are at right angles on seat. | qYes  q No |  |  |
| Seat size | Seat is wide and long enough to support upper legs without pressing into back of knees. (Refer to 8 on diagram above). | qYes  q No |  |  |
| Armrests  *Prescribed for those requiring assistance getting in and out of their chair.* | Armrests allow user to be able to sit within arm’s reach of their screen. | qYes  q No |  |  |
| Armrests are not used to support arms or elbows when typing or mousing. | qYes  q No |  |  |
| **Desk, keyboard,**  **& mouse** | **Instructions** | | **Action** | **Follow Up** |
| Desk | Desk height allows forearms to be horizontal or angled slightly downward.  *For fixed desks, adjust chair height.* | qYes  q No |  |  |
| Desk layout allows for items to be within easy reach and there is sufficient space for documents and writing. | qYes  q No |  |  |
| Leg clearance | There is adequate leg space under desk to sit comfortably. | qYes  q No |  |  |
| Sit-Stand Unit \*provided to assist with an injury | Do you know your appropriate screen height for standing to work? | qYes  q No |  |  |
|  | How often do you transition from sit to stand in a day? |  |  |  |
| Document holder | Do you frequently reference hard copy documents for data entry into the computer? | qYes  q No |  |  |
| The holder is positioned between the keyboard and the screen to reduce repetitive head, neck, and eye movement. | qYes  q No |  |  |
| Keyboard | The keyboard is flat and close to the desk edge directly in front of user with elbows close to body.  *Refer to 11 in the diagram above for laptop use.* | qYes  q No |  |  |
| Mouse | Mouse is positioned close and directly beside keyboard on preferred side with elbows close to body. | qYes  q No |  |  |
| Mouse moves easily on the desk surface. | qYes  q No |  |  |
| Mouse fits comfortably in the palm of the hand. | qYes  q No |  |  |
| **Monitor** | **Instructions** | | **Action** | **Follow Up** |
| Height | Height of screen is at eye level to allow for a straight back and relaxed neck. | qYes  q No |  |  |
| Distance | Screens are approximately an arm’s length from user.  ***Note:*** *For multiple screen use, position user in the middle of screens.* | qYes  q No |  |  |
| Reflection/glare | Monitor screen does not face a window or have a window directly behind it causing glare or reflections. | qYes  q No |  |  |
| Monitor screen brightness and contrast controls have been adjusted as required. | qYes  q No |  |  |
| Vision | If wearing glasses, check if script is in date >12 months | qYes  q No |  |  |
| **Breaks** | **Instructions** | | **Action** | **Follow Up** |
| Break Reminder App | Is the [Stretchly](https://i.unisa.edu.au/askit/staff/software-apps-soe/ohs/WorkPace/) app operational on your computer?  *If No, Contact* [*IT Helpdesk*](mailto:ithelpdesk@unisa.edu.au) *for installation.* | qYes  q No |  |  |
| If Yes, have you adjusted the settings to suit your work?  A stretch break is recommended every 30-45min of work. | qYes  q No |  |  |
|  | Do you take scheduled breaks away from your desk? | qYes  q No |  |  |
| **Work From Home** |  |  | **Action** | **Follow Up** |
|  | Do you work from home? | qYes  q No |  |  |
|  | Have you applied this checklist to your home workstation? | qYes  q No |  |  |

**Supervisor Action** (Discuss findings with the student and tick the appropriate box below. Retain completed forms locally).

q I have discussed the findings and any action/s required with the student and have approved actions for completion (retain evidence of action taken)

**Additional Notes:**

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| *(Pre-existing conditions, pain symptoms)* |

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| ***Supervisor Name:*** | ***Position:*** |
| ***Sign off on action taken:*** | ***Date:*** |

