

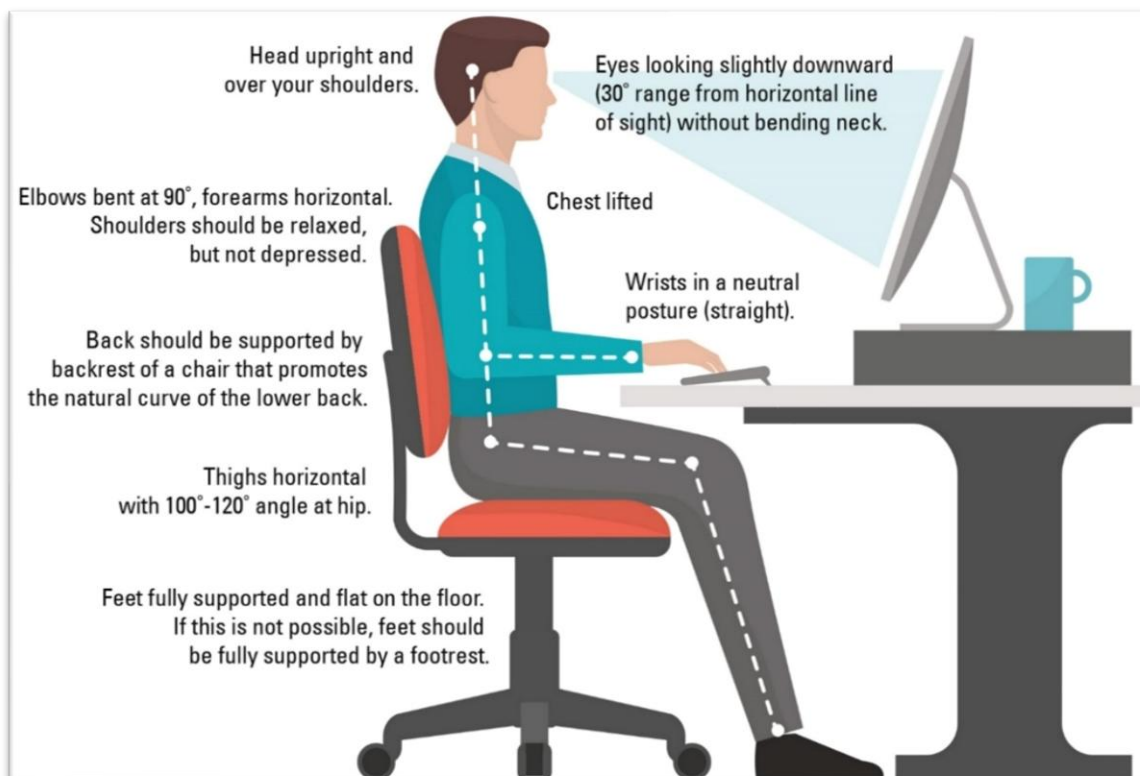
Ergonomic Workstation Self-Assessment

WHS-PRO-GUI-002b

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Employee details

Employee name:	Division/Directorate:
Building and room number:	Date of assessment:
Manager/Supervisor name:	

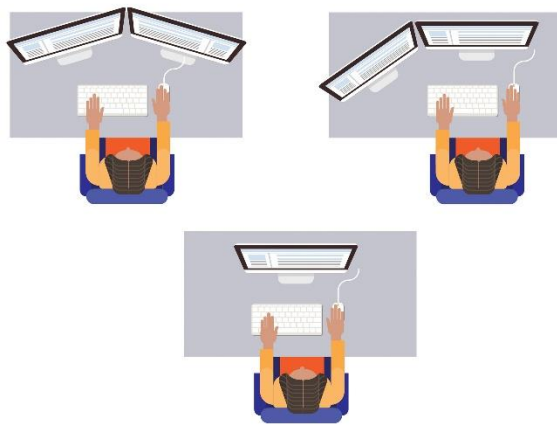
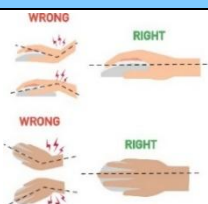
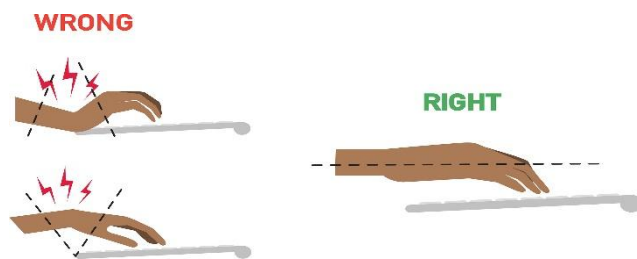


Chair	Complete	Comments and actions
Check the chair has a 5 wheelbase and swivels freely	☐	Familiarise yourself with the adjustments on the chair.
Check the chair has adjustments for • Seat height • Seat tilt • Backrest/lumbar support • Backrest tilt	☐	
Seated position	Complete	Comments and actions
When seated in the chair, with back fully supported by back-rest, feet flat on floor or footrest, and knees at 90°, there is approximately two to three fingers gap between the back of the knees and the front edge of the seat	☐ New chair required?	Chairs may have an adjustable seat depth using a seat slide. If so, adjust seat depth to achieve the recommended two or three finger gap. If the chair is noticeably too large or too small, discuss with your manager to obtain an appropriately sized ergonomic chair as it may be possible to source a spare chair. If the purchase of a new chair is required, review the WHS-PRO-GUI-002m Ergonomic Equipment Purchasing Guideline - Chair
Adjust chair height so that user can sit with elbows at or slightly above the height of the desk surface	☐ Footrest required?	If, after having adjusted the chair, your feet do not sit flat on the floor a footrest is required. If you have a height adjustable desk. Adjust the chair height to ensure your feet are flat on the ground and adjust the desk height to obtain optimal elbow angle.

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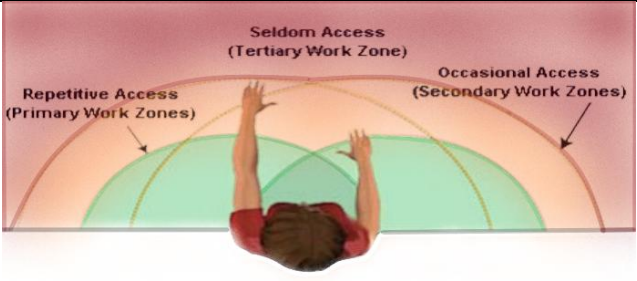
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Adjust seat tilt so that thighs are comfortably supported and parallel to the floor	☐	The joint angle at both the knees and hips should remain between 90° to 120° when seated.
Adjust backrest height and tilt so that it supports the majority of your back when sitting in an upright or slightly reclined position. If a separate lumbar support adjustment is available, adjust to preferred comfort levels	☐	Different chairs use different mechanisms to adjust the backrest height e.g. lift the backrest notch by notch (ratchet back), turning the dial/lever to loosen backrest then lift, or adjusting back support placement manually.
Armrests	Complete	Comments and actions
If armrests are present, ensure they are adjusted so that movement of chair is not impeded (i.e. can fit under desk)	☐	If armrests impede positioning or lead to poor posture they should be removed.
Monitor	Complete	Comments and actions
Position monitor approximately one arm length or 60-100cm away from user	☐	
1. Dual monitors of equal use are to be positioned centrally and angled slightly inward	☐	
2. Dual monitors with one preferred screen use: position the primary screen directly in front of user with the second screen positioned to one side for occasional reference	☐	
3. Single monitor: positioned directly in front	☐	
Raise or lower monitor height so that eyes line up with the top edge or top third of the computer screen. This promotes an approximate 30° viewing angle between eyes and the centre of the screen	☐	
Mouse	Complete	Comments and actions
Position the mouse so that it is as close to the keyboard as possible and aligned with the keyboard. A mouse pad is recommended Adjust mouse speed and scroll speed to suit individual preferences	☐	It is helpful to train yourself to be able to switch between left and right handed mouse devices to reduce overuse of the dominant hand Practice keyboard shortcuts to reduce mouse use 
Keyboard	Complete	Comments and actions
Position keyboard so that forearms have between 10-25cm of desktop support	☐	 Avoid resting wrists on the desk edge as this creates a sharp compressive force into the wrist.
Align wrists in a straight "neutral" position. Adopt a floating wrist position when typing (like playing the piano) and rest forearms on the desk frequently. Alternatively, adopt a supported typing posture and allow sufficient support under forearms while type	☐	
Keyboard is to be centred to the chest using the GH keys for letter-key work, reposition keyboard for numeric or other desktop work	☐	
Place keyboard kickstands down to ensure neutral wrist position when typing	☐	

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Workspace and Storage	Complete	Comments and actions
Keep workstation area clear of unnecessary items, with frequently used items within close reach	☐	
Keep the area under the desk clear so that stored items do not encroach on space, impede movement or compromise posture	☐	
Arrange stored items so that frequently accessed or heavy materials are stored between waist and shoulder height	☐	
Laptops	Complete	Comments and actions
If a laptop is used for prolonged periods, an external monitor or laptop riser must be in use, together with an external keyboard and mouse	☐	Refer to WHS-PRO-GUI-002k Laptop Setup Guide for more advice.
Headset/phone	Complete	Comments and actions
If used frequently, position telephone/headset within the primary work zone on non-dominant side If not used frequently it can be moved into the occasional/seldom access zone	☐	Do not cradle the phone between the ear and shoulder whilst typing.
Use a headset or speaker (when appropriate) for prolonged or frequent phone use coupled with simultaneous keying/writing	☐ New headset required?	
Document Holder	Complete	Comments and actions
Use a document holder if frequently required to transcribe from hard copy to computer	☐ Document holder required?	
Position the document holder between monitor and keyboard or adjacent and at same height to screen	☐	
Environmental	Complete	Comments and actions
Consider positioning of the desk, use of blinds, anti-glare screens to control glare	☐	Liaise with the Manager if the ambient temperature, noise, lighting or glare is unsuitable.
Ensure that lighting is suitable for the tasks performed	☐	
If work area has ambient noise, consider use of noise cancelling headphones to reduce distraction	☐	
Adjust computer contrast and brightness settings, if required	☐	
Strategies for Health & Wellbeing in an Office Work setting	Complete	Comments and actions
Posture: Maintain a supported and relaxed upright posture with even weight distribution through the lower limbs, chest lifted, shoulders back, chin tucked and elbows by sides	☐	Ergonomic equipment design and placement is only part of the solution. How we work within that environment is just as important. Implement these tips as a strategy to prevent or manage discomfort / pain in the workplace.

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Microbreaks: Take regular short (30s) breaks every 30 minutes to avoid prolonged, static postures	☐	Set reminders or use work/break apps to help incorporate postural change and microbreaks into the workday. Refer to WHS-PRO-GUI-002j Activity Based Work Guideline for more information.
Task rotation: Where possible alternate tasks at the computer with non-computer-based activities.	☐	
Try using voice recognition software to reduce the overall volume of typing	☐	
Equipment placement: Move equipment position depending on task being performed e.g. swivel chair to face the non-computer tasks instead of twisting, move phone closer if making lots of phone calls	☐	
Equipment use: Train your brain to alternate mouse between left and right hands	☐	
Stretches: Perform regular stretches throughout the workday	☐	
Eye strain: Look away from the screen at least every 20 minutes for 20 seconds or more	☐	

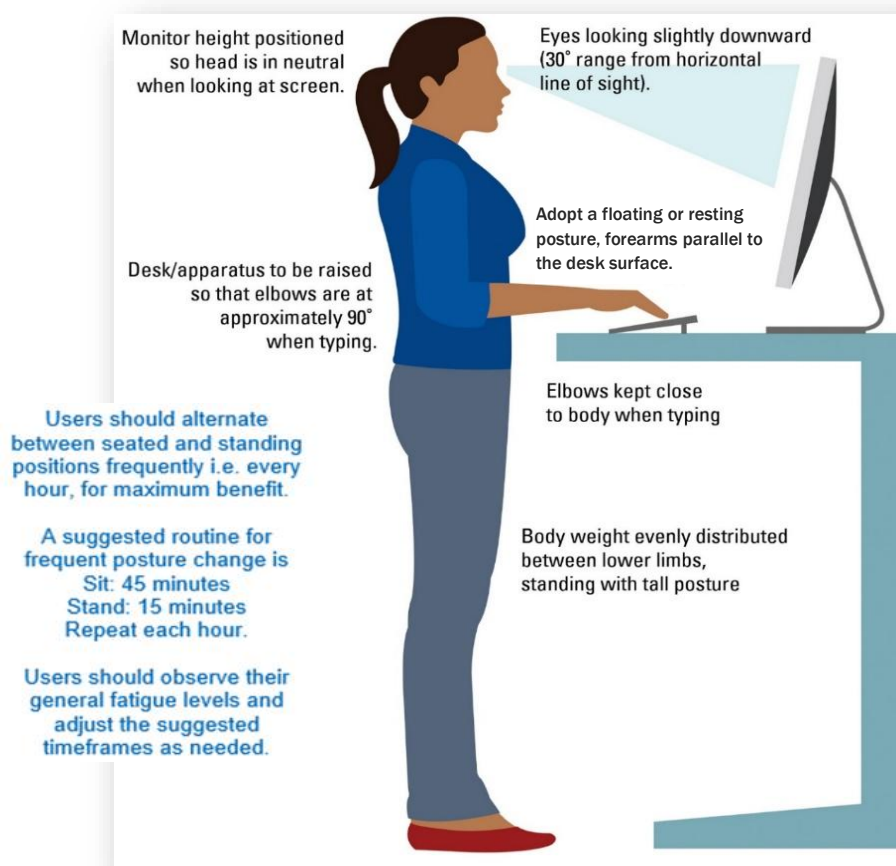
Summary

Equipment required:	Chair: Ergonomic Equipment Purchasing Guideline – Chair		
☐ Chair	Current chair size:	Required chair size:	Weight rating:
☐ Footrest	Seat depth:	Seat depth:	☐ Standard
☐ Other (provide details)	Seat width:	Seat width:	☐ Heavy duty

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Sit to stand desk (if applicable)	Complete	Comments and actions
When standing, desk height is raised so that elbows at or slightly above the height of the desk surface	☐	Please ensure that the WHS-PRO-GUI-002g Standing Workstation Setup Guideline has been read before using a Sit to Stand desk.
Adopt an upright posture when standing, with weight distributed evenly between lower limbs	☐	
Store chair safely when not in use (avoid creating a trip hazard)	☐	
Anti-fatigue mat in place only if required e.g. on hard surfaces. Store mat appropriately when not in use		
Ensure that tasks performed whilst using standing workstation do not negatively impact on other employees (i.e. try to minimise creating a visual or audible distraction)	☐	
User regularly alters working position each hour e.g. 15 minutes standing / 45 minutes sitting	☐	
Wear appropriate footwear for standing	☐	

If you have an injury or are experiencing ongoing discomfort, please lodge an incident notification on [RiskWare](#) to alert the Injury Prevention and Management Advisor. This record is to be stored locally with your line manager.