

INDIVIDUAL COMPUTER WORK STATION CHECKLIST FOR OFFICE WORKERS

| | YES | NO |
|--|--------------------------|--------------------------|
| Is the chair a gas lift fully adjustable ergonomic chair which can be easily adjusted from the seated position and is comfortable? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the backrest of the chair adjusted so that the lumbar support is at about waist level and the person is sitting upright? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the seat height adjusted so that when the fingers are on the home row of keys, the upper arms are relaxed down by the side of the body and the elbows are at about a 90 degree angle or greater. (The person will need to be close to the desk to get into this position). | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the person's thighs approximately parallel to the floor with the feet resting on the floor or a footrest? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can the person get close to the work station without impediment? ie you need to be able to sit with your tummy just about touching the desk and to be able to swivel your chair without impediment. If there are arms on the chair, can you get in close enough to the desk without them getting in the way? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there enough leg space under the desk so that the person can sit comfortably and stretch their legs. | <input type="checkbox"/> | <input type="checkbox"/> |
| Is a footrest available if required? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the footrest large enough to support both feet and adjusted to a height to prevent pressure on the back of the thighs? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the person able to sit directly in front of the screen when they are using the computer. Is the screen at an appropriate height (at eye level if a touch typist and just below if not a touch typist) and distance from the person (about an arm's distance)? | <input type="checkbox"/> | <input type="checkbox"/> |
| If information on the computer is confidential, can the computer be positioned to ensure confidentiality without compromising correct set up for the user? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the keyboard fairly close to the edge of the desk (so that the person does not have to reach to the keyboard). Is it positioned directly in front of the person? Does the person need a gel wrist rest in front of the keyboard (if required)? | <input type="checkbox"/> | <input type="checkbox"/> |

| | YES | NO |
|---|--------------------------|--------------------------|
| Is the mouse close to the keyboard and on the same level as the keyboard? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the mouse fit comfortably in the hand? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the person have a gel mouse wrist rest in front of the mouse pad (if required)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are keyboard shortcut keys used to minimise mouse work? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are appropriate document holders / slopeboards available? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the slopeboards and document holders positioned so that the person does not have to rotate the neck to look at them ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all often used items within easy reach (they should be within an arm's reach, without having to stretch the arm and with minimum trunk movement)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can documents, folders etc. source material be easily manipulated on the work station without having to stretch, twist or continually bend down? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there sufficient space at the work station to carry out all tasks? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there sufficient storage space? | <input type="checkbox"/> | <input type="checkbox"/> |
| If it is often necessary to access information on the computer while talking on the telephone, if so is a telephone headset available? | <input type="checkbox"/> | <input type="checkbox"/> |
| If spectacles are worn is the prescription appropriate for computer use? | <input type="checkbox"/> | <input type="checkbox"/> |
| If bifocals / multi focal glasses are worn can you look at the screen without having to extend the head back to be able to use the appropriate part of the lens)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the person carry out any duties at other work stations such as collating, manual handling etc.? If so can this work be carried out without any stresses and strains on the body? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the person have sufficient breaks from sitting? (At least a 5 minute break from sitting in every half an hour) | <input type="checkbox"/> | <input type="checkbox"/> |

| | YES | NO |
|--|--------------------------|--------------------------|
| Does the person know about suitable exercises to do and vision breaks? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the job designed to suit the capabilities of the person? For example, does the person feel that the work expectations are within their capacity, ? does the person have control over the work flow? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the person work through designated breaks etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the person received training in the skills necessary to carry out the job? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the person received relevant O H & S training (such as how to set up your work station, manual handling, etc?) | <input type="checkbox"/> | <input type="checkbox"/> |

OFFICE ENVIRONMENT CHECKLIST

LIGHTING

- | | YES | NO |
|---|--------------------------|--------------------------|
| Is there good quality even lighting? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there adequate lighting for the visual demands of the activity or task performed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are computer workstations positioned so that they are not directly facing a window or the user is sitting with a window directly behind them? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have reflections, glare or shadows on the monitor been eliminated? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can direct sunlight be controlled with blinds or other window furnishings? | <input type="checkbox"/> | <input type="checkbox"/> |

NOISE

- | | | |
|---|--------------------------|--------------------------|
| Are the noise levels acceptable and not a cause of distraction? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

THERMAL COMFORT

- | | | |
|--|--------------------------|--------------------------|
| The atmosphere is not hot, cold, stuffy or draughty? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are workstations located so that they are not directly in front or below air conditioning outlets or have adequate deflectors on the vents to direct the airflow away from people? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have draughts and thermal differences between the head and the feet been avoided? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there adequate air flow? (An air flow rate of between 0.1 and 0.2 metres per second is desirable). | <input type="checkbox"/> | <input type="checkbox"/> |
| If air quality is poor has advice from appropriate personnel been sought such as an Occupational Hygienist? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can direct sunlight be controlled with blinds or other window furnishings? | <input type="checkbox"/> | <input type="checkbox"/> |

SPACE

YES NO

Is there adequate space in the office to enable all personnel to work effectively (including corridors and storage space and space required for workstations, desks, chairs, drawers, filing cabinets and other necessary equipment)?

Are all walkways clear and not used for temporary storage?

Have filing cabinets at least 1.2 metres of space in front of them to enable someone to access a fully opened bottom drawer?

Is there provision to ensure that open filing cabinets don't infringe on frequently used walkways?

Has provision been made to ensure that equipment used by a number of staff (such as photocopiers, faxes and printers) is located where it does not infringe on other staff workstations and there is adequate room for additional traffic and general activity?

Is there sufficient circulation space around each workstation. (At least 1500mm free space is required between workstations for primary heavy traffic areas and at least 800mm free space between workstations for light access areas. At least 1000mm free space is required for backward chair movement from the workstation before locating other furniture, screens etc.)
Is there at least 100mm free space between inside opening doors and any piece of furniture?

CONFIDENTIALITY AND PRIVACY ISSUES

Is there adequate privacy to be able to hold confidential conversations?

STORAGE

Are storage facilities adequate for what is already required for storage and with some view to future storage needs as well?

HOUSEKEEPING

YES

NO

Has provision been made to ensure that electrical cords and cables are not allowed to lie on floors where they are vulnerable to water and / or physical damage?

Are there sufficient power points installed to ensure that extension cords and loose multi-power point blocks are not required?

Is the electrical system adequate for the required power consumption?

Are benches for collating, etc. available if required and at an appropriate height to avoid bending?