Workstation Self-Assessment Checklist

## About this checklist

The checklist is to assist staff with assessing their computer workstation and identify any current health concerns that may be present. Assistance will then be made available to staff as needed to assist them with working in a pain free environment.

The checklist is designed to be completed by staff members and forwarded to their Plan2go crew leaders. The results are then forwarded to:

**Stuart Percel**   
WHS Officer   
Email: [stuart@plan2go.com](mailto:stuart@plan2go.com)

### Declaration

|  |  |
| --- | --- |
| Name: | [Name of person completing this inspection] |
| Office location: |  |
| Crew leader: |  |
| Signature: |  |
| Date: | Click here to enter the date. |

## Some good advice

### how to adjust your workstation

Adjust your seat height so your feet are firmly supported by the floor or footrest. Your knees and hips should be bent to approximately 90%.

Adjust the height and angle of the back rest of your chair so your back is well supported by your chair.

Ensure the height of your keyboard’s home row is approximately level with your elbow.

Adjust the slope of your keyboard so your wrists are flat.

Place the mouse either directly to the left or right of your keyboard and at the same height as your keyboard.

Ensure the distance of your computer screen, its height and angle, allow your head and neck to be in neutral alignment, i.e. you face directly forward with your eyes approximately level with the top of the computer screen.

Ensure materials used frequently are in easy reach, i.e. your telephone and reference materials.

### Keys to good work practice

1. Take short regular breaks from computer and desk based duties.

Minimise muscle tension and “stress” in your workplace.

Perform regular pause exercises.

Set up your workstation appropriately. If you need assistance with this, please contact your supervisor or Stuart Percel, WHS Officer by emailing [stuart@plan2go.com](mailto:stuart@plan2go.com) or phoning 0491…

Take steps to resolve any symptoms related to your work duties early. Do not leave it and hope it gets better by itself and do not put up with it.

If you share your workstation, adjust the work area each time you sit at the workstation.

Utilise the same practices this checklist encourages to ensure your work area at home is also sound and well set up.

Utilise the computer program that reminds staff to take rest breaks or perform pause exercises throughout the day to promote good health. Please contact the Helpdesk re installing the program on your computer.

## Your workstation

The checklist below will take you through a self-assessment of your current work station.

| **Suitability assessment** | **Details** | **Yes** | **No** |
| --- | --- | --- | --- |
| **Chair** | Is the chair easily adjusted from a seated position? |  |  |
|  | Can the user get close to the workstation with impediment? |  |  |
| Is the seat height adjusted so your thighs are parallel or just above parallel, with your feet resting on the floor or a footrest? |  |  |
|  | Is the back rest height adjusted to fit into the small of your back and does the seat support your spine? |  |  |
|  | Is the back rest adjusted so you are sitting upright while typing? |  |  |
|  | Is the chair easy to move from your seated position? |  |  |
| **Footrest** | Is the footrest large enough to support both feet and allow for a change of position? |  |  |
| **Counter** | Is there a chair of appropriate height and a footrest provided at the counter where sitting/ standing work is performed? |  |  |
| **Screen** | When sitting tall and looking straight are you looking at the top edge of the screen? |  |  |
|  | Is the screen between 40cm and 90cm from your eyes? |  |  |
|  | Are you looking straight at you screen and not twisting? |  |  |
|  | Do you move your head excessively from the monitor to your keyboard and back? |  |  |
|  | Are all characters easily readable and is the image stable? |  |  |
| **Mouse** | Do you use a relaxed grip and click the mouse lightly? |  |  |
|  | Do you use all your fingers when moving the mouse, with the pinkie finger down? |  |  |
|  | Do you alternate hands? |  |  |
|  | Is the mouse positioned near your keyboard? |  |  |
| **Environment** | Do you finding the lighting suitable? |  |  |
|  | Do you find the level of noise to be appropriate? |  |  |
|  | Do you find the room temperature suitable? |  |  |
|  | Are all often used items within easy reach? |  |  |
|  | Do you over reach for items from your seat? |  |  |
|  | Is there sufficient space for any writing you need to do? |  |  |
|  | Is there sufficient room for all necessary work equipment? |  |  |
|  | Do you take regular breaks or regularly alternate positions? |  |  |
|  | Do you perform pause exercises regularly? |  |  |
|  | If you share your work area with co-workers, do you adjust the workstation each time you use it? |  |  |
| **Telephone** | Do you use a telephone headset? |  |  |
|  | Is the telephone within easy reach for answering and dialing? |  |  |
|  | Do you cradle the telephone between your neck and shoulder? |  |  |
| **Air conditioning** | Are there any drafts from air conditioning vents that flow onto you at your workstation? |  |  |
|  | If yes, due you feel the air conditioning could be contributing to any discomfort you are experiencing? |  |  |

## Your health

The following questions ask you to take a moment and consider any pain or discomfort you encounter whilst working at your computer workstation.

### Do you experience any of the following symptoms?

| **Symptom** | **No** | **Minor** | **Moderate** | **Strong** |
| --- | --- | --- | --- | --- |
| **Eye strain** |  |  |  |  |
| **Wrist discomfort** |  |  |  |  |
| **Forearm discomfort** |  |  |  |  |
| **Lower back discomfort** |  |  |  |  |
| **Mid or upper back discomfort** |  |  |  |  |

### Reporting your symptoms

| **Reported to:** | **Details** | **Yes** | **No** |
| --- | --- | --- | --- |
| **Supervisor** | Have you reported any symptoms to your supervisor? |  |  |
| **Health Professional** | Have you sought medical treatment for any symptoms? |  |  |

### Remember!

Now that you have completed the Workstation self-assessment checklist you will need to your Plan2go crew leader. If you have identified areas that need to be addressed the Plan2go WHS Officer, Stuart Percel will be in touch. Or you can contact him directly by emailing [stuart@plan2go.com](mailto:stuart@plan2go.com) or phoning 0419…