

WORKSTATION SELF ASSESSMENT CHECKLIST

This Workstation Self Assessment Checklist is to be used to assist you to adjust your computer workstation and identify hazards and assess any risks present at the workplace. Please note, if you are engaged in **Fieldwork Education**, ie, any approved practical work, teaching, study or research activity, usually conducted outside the normal place of University business, please go to the Fieldwork Risk Assessment Forms found on the [Work Integrated Learning](#) website under the Fieldwork Forms Tab.

If you answer “NO” to any item, please follow the suggestions listed for ways to rectify the issue.

Please contact Injury Management on ext 4468/ injurymanagement@curtin.edu.au for further advice / assistance if you have special needs or experience symptoms whilst performing your work activities or Health & Safety on ext 4900/ healthandsafety@curtin.edu.au for any hazards identified or assistance with risk assessments.

	Item	Yes / No / NA	Suggestions / Controls
	CHAIR		
1.	Is the backrest correctly positioned so that it provides support to the lumbar region of the back? For this to be effective you should sit back as far as comfortable on the seat.		Adjust the height of the backrest up / down by loosening wind up mechanism or lifting the ratchet back upwards (depending on your chair design)
2.	Is the backrest angle adjusted so that you are sitting comfortably upright when operating the computer?		Adjust chair backrest angle using the lever
3.	Is the seat angle approximately horizontal? This may not be adjustable on all chairs.		Adjust by pulling up lever to unlock, hold onto front edge of chair (between thighs) with other hand and rock backwards. Lock in position by pushing lever back down with other hand.
4.	Is there enough room to place 2-3 fingers between the back of the calf and the front edge of the seat? If not, the chair may not be suitable for your stature (too big or too small).		Discuss with your manager that you may require a new chair
5.	Is the chair height adjusted so that your elbows are at level with the desk (arms are bent approx. 90°) with the shoulders relaxed?		Adjust chair height by using the appropriate adjustment lever
6.	Are your feet resting flat on the floor, with the thighs parallel to the ground, at this chair height?		If not, you may require a footrest
7.	Does the chair have adequate padding and the fabric covering intact?		Discuss with your manager that you may require a new chair
8.	Are you able to sit in close to the edge of the desk without obstruction?		If the armrests on your chair impede access, consider removing them from the chair
9.	Does the chair move easily over the floor?		Check if the castors are rolling freely

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	MONITOR		
10.	When sitting tall and looking straight ahead, are your eyes approximately 40-50 mm below the top of the display? The optimal height may vary depending on the size of your monitor or if you wear bifocals / graduated lenses.		Adjust the height of the monitor by sliding it up / down (this adjustment may not be available on some monitors)
11.	Is the screen approximately just past your outstretched arm/fingers away from you?		This distance may vary if you wear prescription glasses
12.	Is the screen free of reflections from overhead lights or windows?		Change the screen tilt angle or adjust the blinds, etc.
13.	Are you free from sources of glare issue when viewing your screen?		Consider adjusting blinds or relocating your screen on the desk
14.	If you have more than one screen, do you predominantly use one screen or both simultaneously? (This will assist in determining the layout of your monitors on the desk).		The primary screen should be positioned directly in front with the secondary screen on one side. If using two screens simultaneously, position yourself centrally between the two.
	KEYBOARD		
15.	Is the keyboard positioned parallel to the front edge of the desk and the monitor?		
16.	If you rest your forearms on the desk when typing, keep the keyboard angle as low as possible. This will reduce the angle of wrist extension when typing.		
17.	Are the keys easy to operate?		Discuss with your manager you may need a new keyboard.
18.	Is the computer and telephone operated independently?		Speak to your manager and consider the benefit of using a telephone headset
19.	Do you use keyboard shortcuts? Using these can greatly reduce your reliance on the mouse.		Download shortcuts from: http://support.microsoft.com/kb/126449
	MOUSE		
20.	Is the mouse at the same level as the keyboard?		Keyboard tray should be in full upright position (level desk surface)
21.	Is the mouse immediately adjacent to the end of the keyboard?		Reposition mouse as close as possible
22.	Is your elbow bent and shoulder relaxed when using the mouse?		Check your seat is at the correct height
23.	Is your elbow comfortably by your side when operating the mouse?		Reposition mouse as close as possible
24.	Is the positioning of the mouse dictated by the desk surface? (ie, uneven surfaces, gaps, etc)		You may benefit from using a mouse mat

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	FOOTREST (if required)		
25.	Is the footrest of a sturdy design and in good repair?		Discuss with your manager you may require a new footrest
26.	Is the footrest height and angle adjustable?		This is preferable
27.	Does the footrest stay in position?		
28.	Adjust the footrest so that when your feet are supported, your knees and hips are level (thighs parallel to the ground)		
	DESK LAYOUT		
29.	Are frequently used items within easy reach? Keyboard, mouse, phone, etc.		Reposition items as required
30.	If required, is there sufficient desk space for reading and writing tasks?		
31.	Is there sufficient storage space to avoid desk clutter?		
32.	Are you able to access the telephone without stretching or twisting?		Relocate it closer to the body
33.	If you are frequently referring to hardcopy documents when typing, have you been provided with a document holder?		Document holders are usually placed between the keyboard and monitor and should not obscure any part of the screen.
34.	If the workstation is height adjustable, please ensure the desk surface is at elbow height when standing with your shoulders relaxed.		
	ENVIRONMENTAL HAZARD IDENTIFICATION		
35.	Is the lighting adequate for office tasks?		Utilise under hutch lighting, if appropriate or set up desk lighting
36.	Is the work area free from excessive noise and disruptions?		Discuss further with your manager
37.	Is the temperature and air flow in the area comfortable?		Lodge a request with SCC to review – if campus based
38.	Are electrical cords tidy and out of the way, so as not to pose a trip hazard?		Utilise extension cords or request additional GPO's to be installed
	WORK ORGANISATION		
39.	Do you regularly change your posture between sitting / standing / walking?		Alter your position at least once every 60 minutes.
40.	Is your workload manageable?		Discuss any concerns with your line manager.
	HOME BASED WORK (if applicable) <i>Apply all the above points for office based duties at home</i>		
41.	Do you have a designated home office space with suitable		Working from the kitchen bench or dining table is not recommended

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	chair/ desk / etc?		Your chair should have a five star base with castors and be fully adjustable
42.	Do you have access to a basic first aid kit?		
43.	Do you have a fire extinguisher or fire blanket?		
44.	Is there a functioning smoke alarm?		
45.	Do you have a documented communication procedure? How often will you communicate with your manager / colleagues?		Discuss with your line manager
46.	Do you have a documented emergency procedure? Who will you notify in case of emergency?		Discuss with your line manager
47.	Are all passageways and exits clear of obstructions?		Remove all obstructions
48.	Do you have designated work hours when working from home?		Ensure these are documented and agreed with your line manager
49.	Are there adequate power points to avoid overloading?		
50.	Are all electrical cables, plugs and sockets in a safe condition and is there RCD protection in the home?		
51.	Is the home secure?		Discuss considerations with your line manager
52.	Have you checked with your home insurer regarding any provisions related to working from home?		
	LAPTOP COMPUTER (if applicable)		
53.	Do you use an external keyboard and mouse with your laptop?		This is strongly recommended with frequent use of a laptop.
54.	Are you only using your laptop for short periods at a time (not more than 60 minutes at a time)?		If operating for more than 60 minutes at any one time, it is recommended you use an external keyboard and mouse and raise the height of the screen.
55.	Are you able to easily carry your laptop?		If carrying over long distances or for extended periods of time, consider using a suitable trolley bag or similar.
	WORKING AWAY FROM THE OFFICE (if applicable)		
56.	Be aware of the environmental limitations of your work set up when working away from the office. ie, airport lounge, hotel room, café, etc.		When posture is not ideal due to environmental limitations, limit work periods to 30 minutes at a time with at least a 15 minute break in between.
57.	Do you occasionally travel and work away from the office using a laptop?		If travelling frequently for work, consider having a fold up laptop raiser to easily raise the screen in addition to your external keyboard and mouse.

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Additional Links:

Where off site work arrangements involve unique risks: [Curtin Health and Safety Risk Assessment Form](#)

Working alone or in isolation: [Working Alone or in Isolation Guideline](#)

Fieldwork: [Fieldwork Forms Tab](#)