

Office environment checklist

THIS CHECKLIST IS INTENDED AS A INDICATOR OF YOUR COMFORT, POSTURE AND SUPPORT POTENTIAL. YOU SHOULD DISCUSS ANY POTENTIAL ISSUES WITH YOUR EMPLOYEE REPRESENTATIVE. YOUR EMPLOYER MAY ALSO HAVE A SIMILAR CHECKLIST.

Input device

Is your keyboard directly in front when you key?

Yes No

Is your keyboard placed so your upper arms are close to your body?

Yes No

Can you maintain a natural and straight posture of your hands, wrists and forearms?

Yes No

Optimum Reach Zone

Do you change the layout of your desk according to the task at hand, placing the frequently used and important items for that task in the most convenient location?

Yes No

Can you perform most of your work with your upper arms in a relaxed position close to your body?

Yes No

Mouse/ Pointing device

Can the mouse be placed close to you and within your optimum reach zone?

Yes No

Is it placed just beside the keyboard?

Yes No

Does the mouse fit comfortably in your hand? (i.e. not too long, round, short or flat etc.)

Yes No

Can you place your fingers on the buttons without accidentally pressing the buttons?

Yes No

Is the device at the same height as the keyboard?

Yes No

Are your fingers, wrist and forearm all in a straight line while using the mouse?

Yes No

If you use the mouse a lot, are you able to use the keyboard shortcut keys?

Yes No

Monitor

Is the monitor far enough away? (i.e you do not feel the monitor is too close – generally about an arm's length away is comfortable)

Yes No

Are you able to look straight ahead at the monitor without twisting your head or trunk?

Yes No

Is the top of your monitor at or below eye height?

Yes No

Is the image of your monitor clear and crisp, that is, not fuzzy nor flickering?

Yes No

Is your monitor free from reflections?

Yes No

Seating

Is your office chair supportive and comfortable throughout the day?

Yes No

Do you know about sitting in a correct posture?

Yes No

Does your chair have adjustable seat height?

Yes No

Does your chair have adjustable lumbar support height?

Yes No

Does your chair have adjustable backrest angle independent of seat tilt?

Yes No

Does your chair have adjustable seat tilt? (optional)

Yes No

If your chair has armrests, are they adjustable?

Yes No

Can you adjust your chair so the lumbar support fits snugly in the small of your back so that you feel comfortable and supported without any pressure points?

Yes No

Work surface

If your desk is height adjustable:

- ⊙ Does your chair allow you to place your feet flat on the floor with no pressure under your thighs while still supporting them?

Yes No

- ⊙ Is the desk adjusted so when your elbows are at a right angle, your hands are at, or slightly above the keyboard?

Yes No

If your desk is not height adjustable:

- ⊙ Does your seat adjustment allow you to have your elbows at a right angle and your hands at or slightly above the keyboard?

Yes No

If your feet are not flat on the floor do you have a footrest that supports both feet comfortably?

Yes No

Is there sufficient space under the desk for your legs and knees?

Yes No

Is your desk size sufficient?*

Yes No

* For single task you should have a desk minimum 800mm deep x 1200mm wide and for multi-task you should have a desk minimum 800mm deep x 1600mm wide. It is also highly desirable to have a desk 900mm deep or deeper for larger/deeper conventional CRT monitors

Body Movement

Do you change posture at least every 10-15 minutes?

Yes No

Do you have a variety of tasks that are carried out throughout the day?

Yes No

Do you get out of your seat at least every hour even when you are busy?

Yes No

Do you look away from the monitor and focus in the distance every 10-15 minutes at least?

Yes No

Have you considered placing equipment, eg printer, so you have to get out of your chair rather than twist?

Yes No

When you are very busy do you consciously consider your muscles particularly in the neck, shoulders and back to ensure they are relaxed?

Yes No

Do you adjust your seat height to a lower height when reading and writing compared to keying?

Yes No

Spectacle use

Is the prescription appropriate for computer use?

Yes No

If you wear bi/tri/multi focal glasses, can you adopt a comfortable posture? (i.e. you do not need to bend your neck back to use the appropriate part of the lens). You may need to lower the height of your monitor.

Yes No

Personal Comfort

Is the air temperature and the air flow fresh and comfortable?

Yes No

Distraction

Are the noise levels acceptable?

Yes No

Stress Management

Do you feel you are able to perform your tasks effectively?

Yes No

Do you have reasonable, achievable deadlines?

Yes No

When the workload is unrealistic are you able to discuss it and develop a reasonable solution?

Yes No

Do you have some control in what order and how activities are carried out?

Yes No

Lighting

Is lighting appropriate for your work space: not too much or too little?

Yes No

Does an external light source shine into your eyes?

Yes No

Specific Tasks

Are you able to touch type?

Yes No

If you frequently enter information into the computer from copy, do you have a document holder appropriate for the task that facilitates a healthy posture?

Yes No

If you spend long periods reading, do you have an angle board to enable you to sit tall?

Yes No

If you need to type and use the telephone simultaneously, do you use a headset to avoid contortion of the neck and shoulder?

Yes No

OH&S System implementation

Productivity is linked to a well designed working environment.

Agree Disagree

Does your workplace facilitate a healthy and comfortable working environment through any OH&S programs?

Yes No

Is your workstation equipped to allow you to adopt correct postures while working?

Yes No

Are you aware of why you should work in a correct posture while working?

Yes No

Have you had workplace training in:

⊗ Relevant skills for your specific job?

Yes No

⊗ Adjustment of furniture & equipment?

Yes No

⊗ Occupational Health and Safety?

Yes No