A well designed screen based workstation can help to reduce the risk of discomfort, pain and injury. The following checklist is provided to assist you in setting up and assessing your own screen based workstation. When completed discuss the outcomes with your Workplace Manager or Management OHS Nominee. Ensure you notify your Workplace Manager or Management OHS Nominee if pain or discomfort persists.

This form should be completed with the Ergonomics Procedure.

If you experience any difficulties while filling out this form, please contact the OHS Advisory Service on 1300 074 715 for further information.

### Assessment Details

<table>
<thead>
<tr>
<th>Employee name</th>
<th>Name of Workplace Manager</th>
<th>Location of Workstation</th>
<th>Date of Assessment</th>
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</thead>
</table>

### Hazard Identification

1. **Nature of tasks undertaken on a daily basis**

   List your main daily tasks:

   ![Blank space for tasks]

   Do you change your posture at least every hour? ......................................................... Yes / No

   Are rest breaks and micro pauses taken regularly? ....................................................... Yes / No

   Have you incorporated stretching exercises into your workday routine? ......................... Yes / No

**IF NO LIST RECOMMENDATIONS/POSSIBLE ACTIONS**

![Blank space for recommendations]
2. CHAIR
Please refer to any instructions that are provided with your chair or have someone show you how to use the controls.

Adjust the height of the seat so that your feet are flat on the floor and thighs are horizontal.

Set the tilt of the seat to horizontal or slightly forward to your own preference.

Could you do this? Yes / No
If No, indicate why

Raise the backrest to its maximum height and check if the curve of the backrest fits with the curve of your lower back. If it does not fit lower the backrest until the most comfortable fit is found.

Adjust the forward/backward position of the backrest until a comfortable pressure is exerted on the lower back while seated at the desk.

The backrest should not push you out of the seat or make you lean back too far. Ensure that there is approximately a 2 finger distance between the front of your chair and the back of your knee.

If you have armrests they should be such that they do not prevent close access to the desk.

Note any problems with your chair (eg too big, too small, broken controls, any disrepair, unable to adjust, arm rests in the way).

RECOMMENDATIONS/POSSIBLE ACTIONS

___________________________________________

___________________________________________

___________________________________________

___________________________________________
3. DESK

Your elbow height should be slightly above the level of the desk height. Your shoulders should be relaxed and your elbows bent at 90 degrees.

**If you have an adjustable desk**
You should raise or lower the height of the desk to slightly below elbow height. If your desk has a keyboard tray that causes impedance between the keyboard and mouse use, it should be raised to allow for ease of equipment use.

**If you don’t have an adjustable desk**
What is the height difference between your elbow and the desk? 

**If the desk is too high**
Raise the chair by the measured difference and use a footrest. See footrest section below.

**If the desk is too low**
Consider possible options to raise the height of the desk e.g. by extending the leg length. Ensure that changes made are stable and secure.

Ensure there is adequate clearance underneath the desk to accommodate your chair and legs. Avoid twisting the spine to reach your work.

Consult with your Workplace Manager about modification or replacement if your desk is too high/too low.

Remove any objects such as rubbish bins, storage boxes and under desk filing cabinets that may obstruct you and relocate them to a more suitable position.

Ensure that equipment on your desktop is arranged so that it is within easy reach. Most frequently used items should be closer than less frequently used items.

Note any problems with your desk (e.g. too small, too narrow, any disrepair, under desk obstruction).

**RECOMMENDATIONS/POSSIBLE ACTIONS**
4. FOOTREST

If you are unable to comfortably place your feet flat on the floor you may need a footrest.

The height of the footrest should be the height of the distance that you raise your seat height.

Note any problems with your footrest (e.g. too small, difficult to adjust, slippery surface).

RECOMMENDATIONS/POSSIBLE ACTIONS

5. MONITOR

The top of the monitor (including laptops) should be positioned so that it is level with your eyes.

Adjust the screen height by changing the mechanism on the monitor, using a monitor stand or using an object such as a telephone book.

The screen should be placed approximately arms length away from your seated position or to a distance where you do not squint, peer forward or where the screen hurts your eyes.

Ensure the characters on the computer display are set at an appropriate size and colour and that the brightness and contrast are set for easy reading.

Note any problems with your monitor (e.g. unable to adjust, too big for desk).

RECOMMENDATIONS/POSSIBLE ACTIONS
6. KEYBOARD

The keyboard should be aligned with the computer screen and placed directly in front of you near the front edge of the desk.

The feet at the rear of the keyboard should be lowered to reduce the height and angle of the keyboard.

There should be enough room on the desk to move the keyboard away and create room for other tasks.

Where a laptop is in use a separate keyboard should be used.

Note any problems with your keyboard.

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RECOMMENDATIONS/POSSIBLE ACTIONS

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7. MOUSE

The mouse should be placed close to your body so as to minimise reach. The arm should be supported by the desk and the wrist in a neutral position.

Ensure the fingers do not hover over the buttons while using the mouse.

Try to learn shortcut keys on the keyboard to reduce mouse use.

Try alternating the mouse between your left and right hand to reduce the time spent in one position. Start slowly and build up over time with your non-dominant hand.

Where a laptop is in use a separate mouse should be used.

Note any problems with your mouse.

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RECOMMENDATIONS/POSSIBLE ACTIONS
8. REFERENCING DOCUMENTS

If you regularly refer to documents while typing you should always try to place the document directly between the keyboard and the computer screen.

An A3 bookrest type document holder or simply placing the reference documents between the keyboard and screen is recommended to reduce neck and back twisting when reading from documents.

Note any problems with referencing documents (e.g. document holder not available, inadequate desk space).

RECOMMENDATIONS/POSSIBLE ACTIONS

_________________________________________________________________________________

9. TELEPHONE

The telephone should be placed within or at the optimum reach sector. It should be placed so that you do not have to twist your back to reach or operate it. Try moving your chair if the telephone is not directly in front of you.

Never hold the phone between your neck and shoulder. If you use the telephone for long periods of time you should consider the use of a headset.

Note any problems with your telephone.

RECOMMENDATIONS/POSSIBLE ACTIONS

_________________________________________________________________________________
10. ENVIRONMENT

Your office environment influences your personal comfort and plays a role in your productivity.

Your workstation should be positioned so as to reduce glare and reflections. Place your computer screen in a position so as to maximise light cast over your desk and to avoid reflections on the screen or glare behind the screen.

Other elements to your working environment should be considered such as lighting, noise, temperature and airflow.

Note any problems with your environment.

RECOMMENDATIONS/POSSIBLE ACTIONS

11. OTHER FINDINGS

Note any other findings about your workstation that may be causing you discomfort or affecting your setup.

Once you have completed this assessment please return it to your Workplace Manager for review. Your Workplace Manager will review each of the sections, determine any required corrective actions and then track the implementation of these on the Risk Assessment and Control section of this Form.
The following section is to be completed by Workplace Manager or Management OHS Nominee.

### Risk Assessment and Control

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk Level</th>
<th>Controls</th>
<th>Date Implemented</th>
<th>Date Reviewed</th>
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**Extreme Risk**

Notify Manager/Principal/Management OHS Nominee immediately. Corrective actions should be taken immediately within 24 hours of notification.

**High Risk**

Notify Manager/Principal/Management OHS Nominee immediately. Corrective actions should be taken within 48 hours of notification.

**Medium Risk**

Notify Manager/Principal/Management OHS Nominee who is to follow up that corrective action within 7 days.

**Low Risk**

Notify Manager/Principal/Management OHS Nominee who is to follow up that corrective action within a reasonable time.

### Review Controls

Verification by Workplace Manager or Management OHS Nominee that controls are effective.

- Effective
- Not effective

Name:

Date: / /  

Signature:

*Workplace Manager or Management OHS Nominee to maintain completed forms.*

*Pictures and checklist sourced from WorkSafe Victoria*