

<b>QF236</b>	<b>WORKSTATION ASSESSMENT</b>
--------------	-------------------------------

**Instructions**

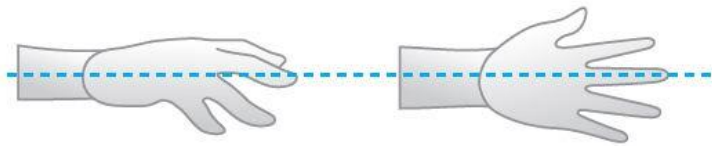
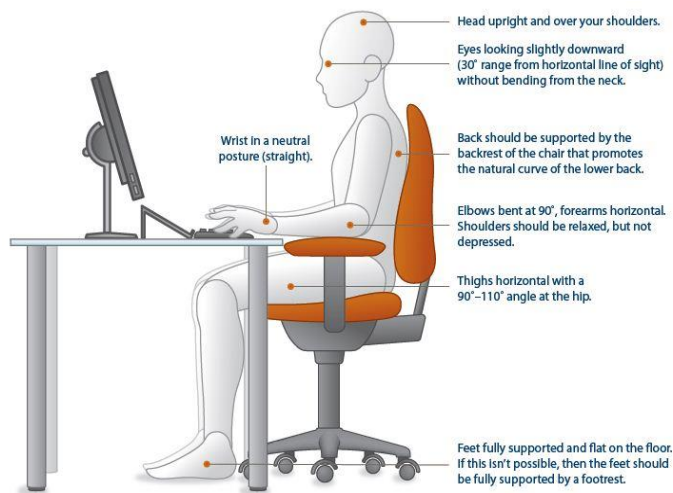
- This assessment should be undertaken by the worker and People and Culture Manager. Your workgroup’s Health and Safety Representative may also be able to assist.
- The second person’s role is to observe the posture of the worker using the workstation and to apply the guidelines in this assessment.
- File this assessment in the worker’s Employee file.

<b>Date</b>		<b>Location</b>	
<b>Workers Name</b>			
<b>Role/Tasks Undertaken at Workstation</b>	<b>Task</b>	<b>Approximate Length time per day</b>	
<b>Second Assessor</b>		<b>Position</b>	
<b>Any Issues Reported</b>			

Item	The Office Chair	Yes	No	N/A	Suggested Actions
1.	Can the height, seat and back of the chair be adjusted to achieve the posture outlined below?				<ul style="list-style-type: none"> <li>• Obtain a fully adjustable chair</li> </ul>
2.	Are your feet fully supported by the floor when you are seated?				<ul style="list-style-type: none"> <li>• Lower the chair</li> <li>• Use a footrest</li> </ul>
3.	Does your chair provide support for your lower back?				<ul style="list-style-type: none"> <li>• Adjust chair back</li> <li>• Obtain proper chair</li> <li>• Obtain lumbar roll</li> </ul>

<b>QF236</b>	<b>WORKSTATION ASSESSMENT</b>
--------------	-------------------------------

4.	When your back is supported, you able to sit without feeling pressure from the chair seat on the back of your knees?				<ul style="list-style-type: none"> <li>Adjust seat pan</li> <li>Add a back support</li> </ul>
5.	Do your armrests allow you to get close to your workstation?				<ul style="list-style-type: none"> <li>Adjust armrests</li> <li>Remove armrests</li> </ul>



Neutral wrist posture

Item	Keyboard and Mouse	Yes	No	N/A	Suggested Actions
6	Are your keyboard, mouse and work surface at your elbow height?				<ul style="list-style-type: none"> <li>Raise / lower workstation</li> <li>Raise or lower keyboard</li> <li>Raise or lower chair</li> </ul>

<b>QF236</b>	<b>WORKSTATION ASSESSMENT</b>
--------------	-------------------------------

7	Are frequently used items within easy reach?				<ul style="list-style-type: none"> <li>• Rearrange workstation</li> </ul>
8	Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?				<ul style="list-style-type: none"> <li>• Move keyboard to correct position</li> </ul>
9	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? <i>The keyboard should be flat and <u>not</u> propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.</i>				<ul style="list-style-type: none"> <li>• Re-check chair, raise or lower as needed</li> <li>• Check posture</li> <li>• Check keyboard and mouse height</li> </ul>
10	Is your mouse at the same level and as close as possible to your keyboard?				<ul style="list-style-type: none"> <li>• Move mouse closer to keyboard</li> <li>• Obtain larger keyboard tray if necessary</li> </ul>
11	Is the mouse comfortable to use?				<ul style="list-style-type: none"> <li>• Rest your dominant hand by using the mouse with your non-dominant hand for brief periods (mouse buttons can be changed within the computer control panel)</li> <li>• Investigate alternate mouse options.</li> </ul>

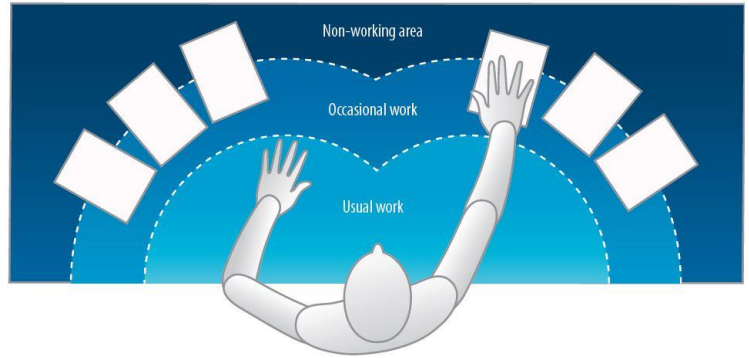
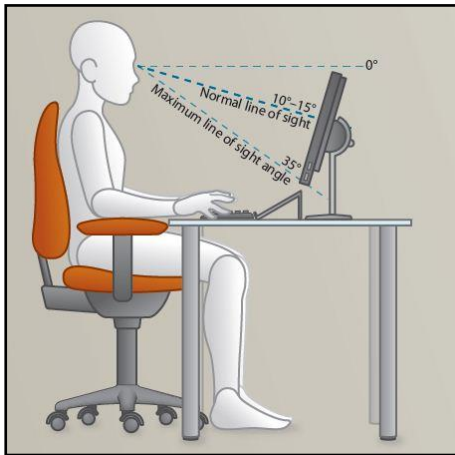
Item	Work Surface	Yes	No	N/A	Suggested Actions
12	Is your monitor positioned directly in front of you?				<ul style="list-style-type: none"> <li>• Reposition monitor</li> </ul>
13	Is your monitor positioned at least an arm's length away?				<ul style="list-style-type: none"> <li>• Reposition monitor</li> </ul>

<b>QF236</b>	<b>WORKSTATION ASSESSMENT</b>
--------------	-------------------------------

Item	Work Surface	Yes	No	N/A	Suggested Actions
	Note: the monitor's location is dependent on the size of the monitor, the font, screen resolution and the individual user e.g. vision/use of bifocal spectacles etc.				<ul style="list-style-type: none"> <li>Seek an alternative monitor if necessary e.g. flat screen that uses less space</li> </ul>
14	Is your monitor height slightly below eye level?				<ul style="list-style-type: none"> <li>Add or remove monitor stand</li> <li>Adjust monitor height</li> </ul>
15	Is your monitor and work surface free from glare?				<ul style="list-style-type: none"> <li>Windows at side of monitor</li> <li>Adjust overhead lighting</li> <li>Cover windows</li> <li>Obtain antiglare screen</li> </ul>
16	Do you have appropriate light for reading or writing documents?				<ul style="list-style-type: none"> <li>Obtain desk lamp</li> <li>Place on left if right-handed – place on right if left handed.</li> </ul>

<b>QF236</b>	<b>WORKSTATION ASSESSMENT</b>
--------------	-------------------------------

17	Are frequently used items located within the usual work area and items which are only used occasionally in the occasional work area?				<ul style="list-style-type: none"> <li>Rearrange workstation</li> </ul>
----	--	--	--	--	---



Item	Breaks	Yes	No	N/A	Suggested Actions
18	Do you take postural breaks every 30 minutes? E.g. standing, walking to printer / fax etc.?				<ul style="list-style-type: none"> <li>Set reminders to take breaks</li> </ul>
19	Do you take regular eye breaks from looking at your monitor?				<ul style="list-style-type: none"> <li>Refocus on picture on wall every 30 minutes</li> </ul>

Item	Accessories	Yes	No	N/A	Suggested Actions
20	Is there a sloped desk surface or angle board for reading and writing tasks if required?				<ul style="list-style-type: none"> <li>Obtain an angle board</li> </ul>
21	Is there a document holder either beside the screen or between the screen and keyboard if required?				<ul style="list-style-type: none"> <li>Obtain document holder</li> </ul>
22	Are you using a headset or speaker phone if you are writing or keying while talking on the phone?				<ul style="list-style-type: none"> <li>Obtain a headset if using the phone and keyboard</li> </ul>

<b>QF236</b>	<b>WORKSTATION ASSESSMENT</b>
--------------	-------------------------------

Item	Laptop	Yes	No	N/A	Suggested Actions
23	In the event of using a laptop computer for prolonged periods of time use of: <ul style="list-style-type: none"> <li>A full sized external keyboard and mouse;</li> <li>Docking station with full sized monitor or a laptop stand</li> </ul>				<ul style="list-style-type: none"> <li>Obtain appropriate laptop accessories</li> </ul>
Item	“Hot Desking” (when applicable)	Yes	No	N/A	Suggested Actions
24	Provided time, support and supervision to make above adjustments.				

**Risk Control Plan**

**Complete if Risk Controls Needed**

Actions To Be Taken	Responsible Person	Due date	Completed Date



Working together to build a better future

<b>QF236</b>	<b>WORKSTATION ASSESSMENT</b>
--------------	-------------------------------

**Worker Being Assessed**

<b>Name</b>	
<b>Signature</b>	

**People and Culture Manager**

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	
<b>Comments</b>			

**Health and Safety Representative (Optional)**

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	
<b>Comments</b>			