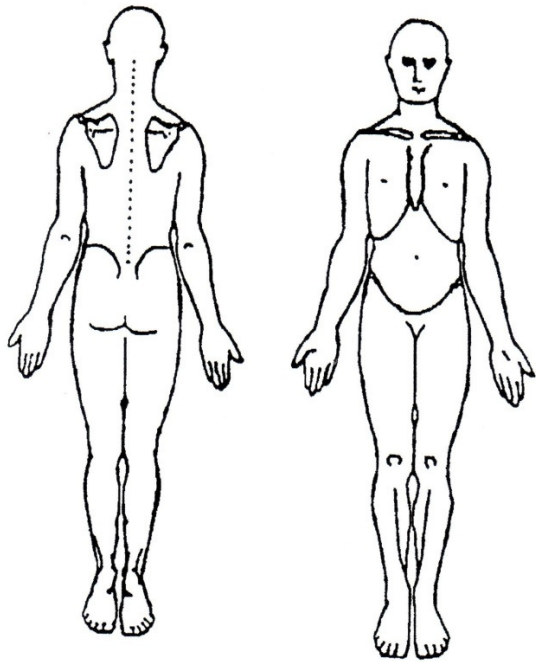


Self Ergonomic Assessment Form – Non-Height Adjustable Desks

A well designed workstation can help to reduce the risk of discomfort, pain and injury. The following checklist is provided to assist you in setting up and self assessing your own workstation ergonomics.

If you answer 'NO' to a question below, further action may be required. On completion, this Assessment Form should be forwarded with your Manager or OHS/HR Team (as determined by your business).

1. General	
Your name	
Your employee number (if applicable)	
Your manager's name	
Location of workstation	
Date Self Ergonomic Assessment was completed	/ /
Your contact phone number	
Your contact email address	

2. Hazard Identification	
Shade the areas of the diagrams below where you experience discomfort (as applicable)	
Do you aim to change your posture every hour?	<input type="checkbox"/> Y / <input type="checkbox"/> N
Do you incorporate stretching exercises into your workday routine?	<input type="checkbox"/> Y / <input type="checkbox"/> N
Do you have a medical condition, disability or health concerns that may impact your computer workstation setup?	<input type="checkbox"/> Y / <input type="checkbox"/> N Provide details as comfortable

3-1. Chair – To complete Section 3 of this form you will require an adjustable office chair. If you do not have an adjustable office chair please source one before commencing this assessment.



Do you have a height adjustable chair: Y / N (if N record in Section 4)

Your elbow height should be slightly above the level of the desk height when your shoulders are relaxed and your elbows are bent at 90 degrees (see picture). Adjust the height of your chair appropriately to allow this posture to be achieved. **Achieved:** Y / N

If the desk is too high

You need to raise the height of your chair so that your elbow height is slightly above the level of the desk height. **Achieved:** Y / N / NA

3-2. Footrest



If you are unable to comfortably place your feet flat on the floor after you have adjusted your chair height such that your elbow height is slightly above the level of your desk height you require a footrest. **Do you require a footrest?:** Y / N (if Y record in Section 4)

3-1. Chair – Continued.



Set the tilt of the seat pan to horizontal or slightly forward to your own preference. **Achieved:** Y / N

The distance between the front of your seat pan and the back of your knee should be at least 2 cm. **Achieved:** Y / N

It is preferable that seat arm-rests are removed. **Achieved:** Y / N



Adjust the support in your backrest to fit it with the curve of your lower back. Fit the backrest where the most comfortable position is found. Typically, backrests commonly work off a ratchet system; to release the backrest pull it up. **Achieved:** Y / N

Adjust the position of the backrest until a comfortable pressure is exerted on the lower back while seated. Your shoulders should be positioned behind your hips (see picture on left). **Achieved:** Y / N

3-3. Monitor



The top of the monitor should be positioned so that the top 3rd of the screen is level with your eyes. Use a monitor stand to raise the monitor height. **Achieved:** Y / N

(NB. If you wear bi-focal glasses, set the monitor height such that you can see the screen with your neck in a natural position – not tilted forwards or backwards). **Applicable:** Y / N; **if applicable achieved?:** Y / N

Your monitor 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. **Achieved:** Y / N

3-4. Keyboard Use



The keyboard should be aligned with the monitor and placed directly in front of you near the front edge of the desk. Line the "b" key up with your bellybutton. **Achieved:** Y / N

Lower the feet at the rear of the keyboard. **Achieved:** Y / N

To reduce the likelihood of occupation overuse syndromes, not rest your wrists on the desk when typing. Only rest your wrists on the desk when pausing between typing. **Understood?:** Y / N

3-5. Mouse Use



Your mouse should be close to your keyboard to minimise reach. **Achieved:** Y / N

To reduce mouse use, consider incorporating the use of shortcut keys on the keyboard to (for example cut = Ctrl + X; copy = Ctrl + C; Save = Ctrl + S). [see: <http://support.microsoft.com/kb/126449>]

ALSO

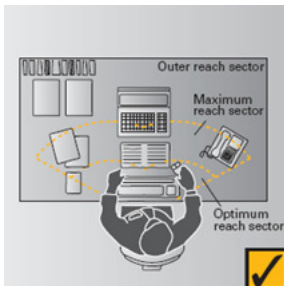
Try alternating the mouse between your left and right hand – this will reduce any potential for strain over time. It will take time for your non-dominant hand to be as effective as your dominant hand. **Understood?:** Y / N

3-6. Referencing Documents



If you regularly refer to documents while typing always try to place the document directly between the keyboard and the computer screen. A document holder will reduce neck and back twisting when reading from documents. **Do you require a document stand:** Y / N (if Y record in Section 4).

3-7. Telephone Operations

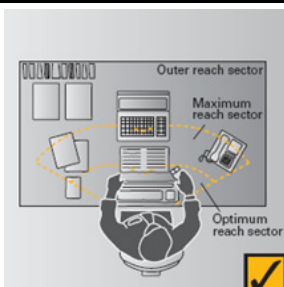


The telephone should be placed within your arms length when sitting so that you do not have to reach for it. **Achieved:** Y / N

NEVER hold the phone between your neck and shoulder – this may lead to neck and shoulder discomfort. **Understood?:** Y / N

If you use the telephone for long periods of time you should consider the use of a headset. **Do you require a headset:** Y / N (if Y record in Section 4).

3-8. Environment



Your workstation should be positioned so as to reduce glare and reflections. Place your computer monitor in a position to maximise light on your desk and to avoid reflections on the monitor. **Achieved:** Y / N

4. Ergonomic Equipment Requirements

Equipment	Equipment required	Comment	Date ordered	Date received
Adjustable office chair	<input type="checkbox"/>		/ /	/ /
Foot rest	<input type="checkbox"/>		/ /	/ /
Monitor raiser	<input type="checkbox"/>		/ /	/ /
Document stand	<input type="checkbox"/>		/ /	/ /
Headset	<input type="checkbox"/>		/ /	/ /

5. Equipment Requirements

4.1) Has your workstation been setup effectively?	<input type="checkbox"/> Y / <input type="checkbox"/> N
4.2) If NO do you feel you require further assistance with your workstation setup?	<input type="checkbox"/> Y / <input type="checkbox"/> N

6. Office use

Have you contacted your worker to discuss their self assessment?	<input type="checkbox"/> Y / <input type="checkbox"/> N
Name of person making contact with worker	
Date of contact with worker	/ /
<p>If your worker has answered YES for Section 5-2 (above) or NO within Section 3-1 to Section 3-8, Action OHS Consulting can assist you by completing an ergonomic assessment. Our ergonomic assessments will ensure that: (1) workers have their computer workstation effectively setup and understand what good workstation setup looks like, and (2) your workplace manager's meet their OHS duty to provide a safe workplace.</p> <p>Action OHS Consulting can be contacted as follows:</p> <ul style="list-style-type: none"> ▪ Webpage: www.actionohs.com.au/contact-us ▪ Telephone: 0409 772 499 (Craig Salter) 	