

## Employee Details:

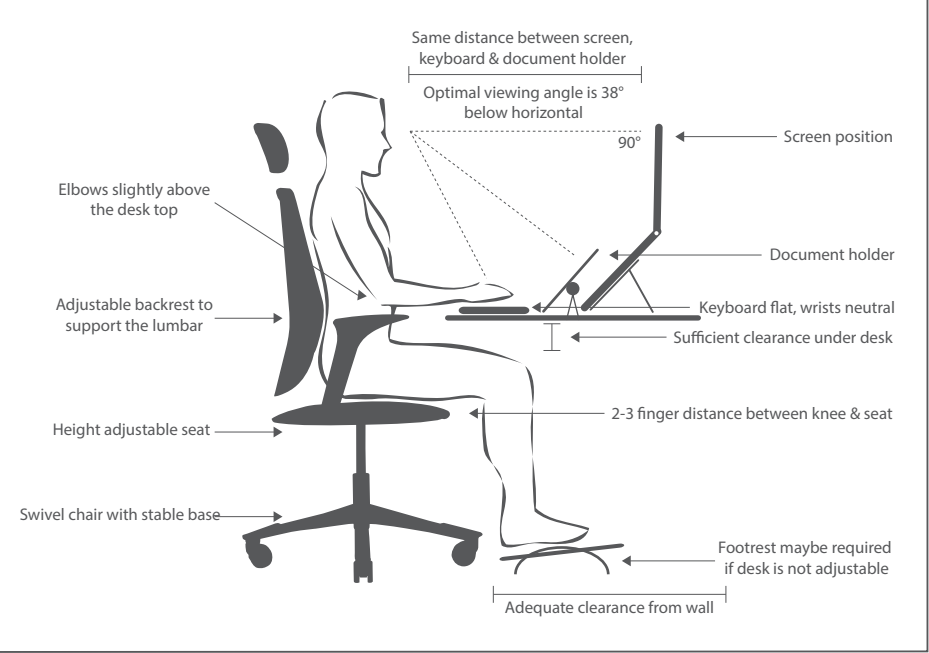
Name

Department/Location

Approximate Height

Sex: Male  Female

## Workstation Setup



## Workload/Work type:

Role/Job title  Hours of Screen Use/day

Percentage of day sitting (%)  Keyboard/Mouse Ratio (i.e. 40/60)

Left Handed  Right Handed  Ambidexterous

## Other Relevant Information:

Lower back curvature: Flat  Medium  Deep Curve

Do you have any musculoskeletal or health complaints that impact on or are aggravated by your working conditions? Yes  No

## Actions taken at time of assessment/checklist:

## Further Actions/Equipment required:

## Employee Sign off:

Print Name:

Employee Signature: \_\_\_\_\_

Date of Assessment:

## Managerial Sign off:

Print Name:

Managers Signature: \_\_\_\_\_

Follow-up Required (yes/no):  Follow-up Date:

## Office Chair:

The chair is easily adjustable from a seated position (seat back height & angle, seat height)    Yes  No

Comments:

Chair height is adjusted so that forearms and wrists are parallel to the floor or angled slightly down to keyboard from elbows (> 90 degrees)    Yes  No

Comments:

When chair height is adjusted properly, the feet are positioned on the ground or footrest    Ground  Footrest

Comments:

The seat back is adjusted so the lumbar support of the chair supports the lower back, and encourages the natural curvature of the spine    Yes  No

Comments:

Seat back angle is adjusted so that I am in a supported position when using keyboard    Yes  No

Comments:

I am aware of optimal sitting postures and guidelines on optimal sitting durations    Yes  No

Comments:

## Workstation/Desk:

Desk is large enough for the completion of mixed tasks (computer & reading/writing)    Yes  No

Comments:

Desk is between 680mm and 740 mm high and well matched to my stature    Yes  No

Comments:

Work area is designed (or set up) so frequent trunk twisting/rotation is not required    Yes  No

Comments:

I am able to sit close to the workstation without any impediment from equipment, arm rests or other obstruction    Yes  No

Comments:

If documents are referred to, they can be positioned and supported appropriately without placing strain on my neck and upper back (i.e. use of document holder, or desk slope)    Yes  No

Comments:

## Monitor/Laptop Use:

Monitor is positioned at an appropriate distance when in an upright, seated position (average = arms length)    Yes  No

Comments:

Monitor is positioned at an appropriate height (horizontal sight line level with the upper 1/3 of the screen)    Yes  No

Comments:

Monitor is positioned away from direct light sources and is free from glare/reflection    Yes  No

Comments:

Separate keyboard and mouse is used if laptop computer used for extended periods    Yes  No

Comments:

The laptop is placed in an appropriate stand to improve the screen height    Yes  No

Comments:

I am well informed about the safe use of a laptop when working remotely    Yes  No

Comments:

## Keyboard/Mouse/Phone:

Elbows remain close to side of body when keyboard and mouse are utilised    Yes  No

Comments:

Keyboard is appropriately distanced from the user in a flattened position and perpendicular to the screen    Yes  No

Comments:

The user has an adequate typing ability for the job role to be performed efficiently    Yes  No

Comments:

Mouse is in good working order and moves smoothly over the work surface/mouse mat    Yes  No

Comments:

Mouse is positioned so that the user's hand and upper limb are in a relaxed position (Wrist is neutral and the elbow bent to 90 degrees)    Yes  No

Comments:

Phone is placed within suitable reach and on the opposite side to the mouse    Yes  No

Comments:

If high phone use, or multitask use: I have a headset installed    Yes  No

Comments:

## Work Environment:

Lighting is adequate for the tasks (able to read/refer to documentation without straining eyes)    Yes  No

Comments:

Windows fitted with fully operational screens or blinds    Yes  No

Comments:

Noise levels around the workstation are such that allow for the maintenance of good concentration    Yes  No

Comments:

Ventilation (natural or artificial) is adequate    Yes  No

Comments:

## Your Nearest Ergonomic Seating Specialist:

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E corporate.syd@badbacks.com.au

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