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| 1. **Chair**   *Refer to manufacturer’s instructions that are provided with the chair.* | |
|  | |  |  |  | | --- | --- | --- | | Can you adjust your chair height so that your feet are flat on the floor and thighs are horizontal? | **Yes** | **No** | | Can you adjust the seat tilt to be horizontal or slightly forward, to your own preference? *Refer to dotted lines on diagram?* | **Yes** | **No** | | Can you raise the backrest until the lumbar support fits with the curve of your lower back?  N.B Whilst seated adjust the forward/backward lever on the chair until the position of the backrest exerts a comfortable pressure on the lower back | **Yes** | **No** | | Is there a 2-3 finger-width gap between the front of the seat and the back of your knee? | **Yes** | **No** | | Can you place your chair at a comfortable typing or viewing distance from the screen?  N.B Chair armrests should be positioned to fit under the desk. | **Yes** | **No** |   **Comments** |

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| 1. **Desk** | |
|  | |  |  |  | | --- | --- | --- | | Do you have an adjustable keyboard shelf, if yes, is it elevated to the desk height to ensure a level work surface? | **Yes** | **No** | | Is your desk at an appropriate height whereby your shoulders are relaxed and elbows are slightly above the level of the desk, bent at 90 degrees?  **If the desk is too high and cannot be adjusted**  Adjust the height of the chair and make use of a footrest, if required.  **If the desk is too low**  Consult with your Workplace Manager about modification or replacement if your desk is too high/too low. | **Yes** | **No** | | Is there adequate clearance under your desk to accommodate your chair and legs? | **Yes** | **No** | | Are objects such as rubbish bins, storage boxes, and bags stored under the desk? If yes, remove the objects to ensure you are positioned directly in front of your monitor to avoid twisting or awkward posture of the spine. | **Yes** | **No** | | Are the frequently used items on the desk stored no more than an arm’s length away? | **Yes** | **No** | * **No** | |
| **Comments** |  |

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| 1. **Footrest** | |
|  | |  |  |  |  | | --- | --- | --- | --- | | Can you comfortably place your feet flat on the floor after adjusting your chair, If no, you may require a footrest. | **Yes** | **No** | * **N/A** | | Can you adjust the footrest? | **Yes** | **No** | * **N/A** | | Is the footrest stable when your feet are resting on it? | **Yes** | **No** | * **N/A** |   **Comments** |

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| 1. **Single monitor set-up** | |
|  | |  |  |  | | --- | --- | --- | | Is the top of the monitor (including laptops positioned so that it is level with your eyes?  N.B: If you wear bi or trifocals, the monitors will usually be positioned lower so that you do not have to tilt your head up to view the screens. | **Yes** | **No** | | Are you able to adjust your monitor to the correct height? If no, a monitor stand may be required. | **Yes** | **No** | | Is your monitor approximately arm’s length away from your seated position? | **Yes** | **No** | | When looking at the screen, is your head upright (not bent forward or backward)? | **Yes** | **No** | | Is the screen set to an appropriate brightness, size, colour and contrast? | **Yes** | **No** | |
| **Comments** | |

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| 1. **Dual monitor set-up** | |
| Diagram 1    Diagram 2  **Comments** | |  |  |  |  | | --- | --- | --- | --- | | Are both monitors the same size and height? | **Yes** | **No** |  | | Are both monitors adjusted to the correct height, see section 5. | **Yes** | **No** |  | | Can both monitors be placed at approximately arm’s length away from your seated position? | **Yes** | **No** |  | | Are both monitors set to the same resolution to minimise eye strain? | **Yes** | **No** |  | | Do you use both monitors for an equal amount of time?  If yes, set the monitors next to each other. The monitors should be positioned directly in front of the user in a slight outward “V” shape. *Refer to diagram 1* | **Yes** | **No** | * **N/A** | | Do you use one monitor as the primary monitor?  If yes, position it directly in front of you and place the secondary monitor to the right or the left at about a 30 degree angle to the primary monitor. *Refer to Diagram 2* | **Yes** | **No** | * **N/A** | |

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| 1. **Keyboard** | |
| **✓**  **X** | |  |  |  | | --- | --- | --- | | Is your keyboard aligned with the monitor and placed directly in front of you near the front edge of the desk? | **Yes** | **No** | | Are the feet of the keyboard lowered to reduce the height and angle of the keyboard to prevent bending of the wrists? | **Yes** | **No** |   **Comments** |

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| 1. **Mouse** | |
|  | |  |  |  | | --- | --- | --- | | Is your mouse and keyboard on the same level and used as close to you as possible? | **Yes** | **No** | | Do you use keys on the keyboard to reduce mouse use? | **Yes** | **No** | | When using the mouse do you keep your wrist as straight as possible? | **Yes** | **No** | | Is your mouse and keyboard close to one another? | **Yes** | **No** | | Do you alternate between hands to reduce time spent using your dominant hand? | **Yes** | **No** |   **Comments** |
|  | |

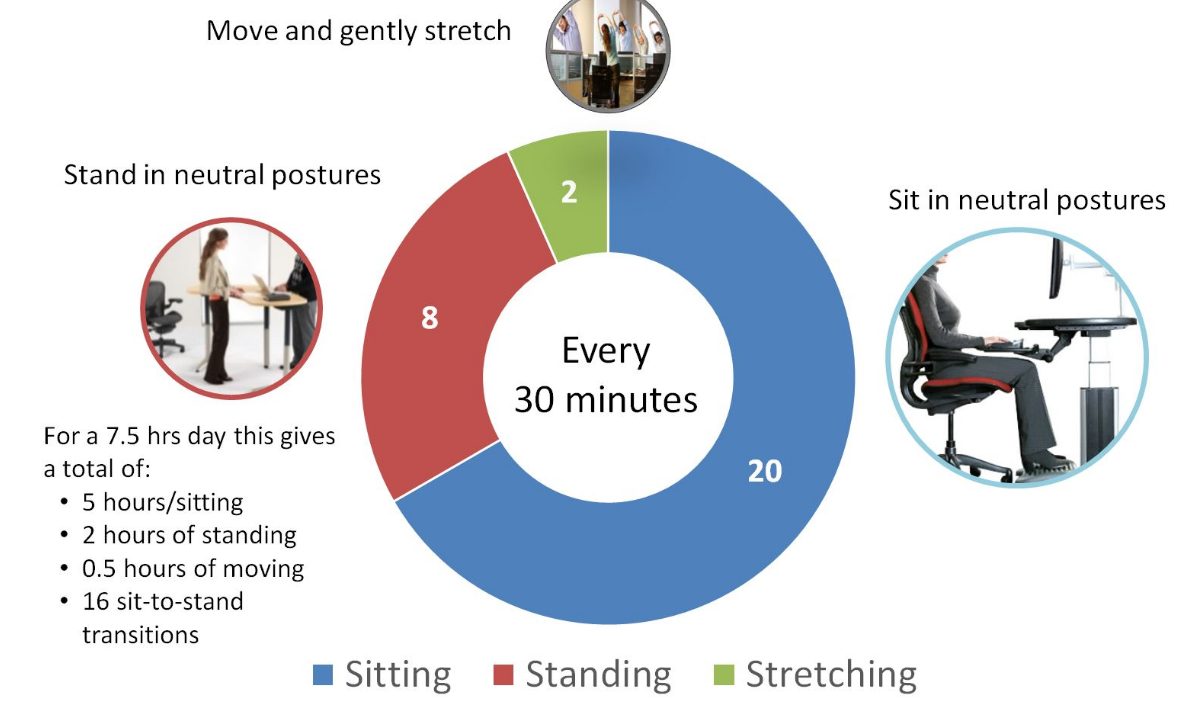
|  |  |
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| 1. **Referencing documents** | |
|  | |  |  |  | | --- | --- | --- | | Do you regularly reference documents?  If yes, you may require a document holder or should try to place the document directly between the keyboard and the computer monitor to reduce neck and back twisting. | **Yes** | **No** |   **Comments** |

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| 1. **Telephone** | |
|  | |  |  |  | | --- | --- | --- | | Is your telephone within your 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. | **Yes** | **No** | | Can you maintain a comfortable, upright head posture when using the telephone? (E.g. not holding the phone between neck and shoulder). | **Yes** | **No** |   **Comments** |

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| 1. **Standing workstation** | |
|  | |  |  |  | | --- | --- | --- | | Is the height of the desk just below elbow height?  N.B: Your shoulders should be relaxed and your elbows bent at approximately 90 degrees. | **Yes** | * **No** | | Is the top of monitor just below or at eye level? | **Yes** | * **No** | | When standing, are the head, neck, torso and legs should be in line | **Yes** | * **No** | | Is the keyboard and mouse on the same level? | **Yes** | * **No** | | Are alternated postures adopted (e.g. standing and sitting?  N.B: To minimise leg fatigue, alternate between standing and sitting approximately every 20-30 minutes, or as needed and utilise an anti-fatigue mat. | **Yes** | * **No** |   **Comments** |

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| 1. **Notebook or laptop computers** | |
|  | |  |  |  | | --- | --- | --- | | Can your laptop be placed on an adjustable stand or attached to a docking station? | **Yes** | **No** | | Do you have an external monitor, keyboard and mouse? | **Yes** | **No** |   **Comments** |

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| 1. **Environment**   *Your office environment influnces your personal comfort and plays a role in your productvity.* | |
|  | |  |  |  | | --- | --- | --- | | Is your computer monitor in a position so as to maximise light cast over your desk and to avoid reflections on the screen or glare behind the screen. | **Yes** | * **No** | | Is your working environment too loud, hot/cold or have inadequate air flow?  Please provide comments below. | **Yes** | * **No** |   **Comments** |



* 1:1 ratio between seated and non-seated work activity (4, 4)
* Start with 2 hours of non-seated work activity. Increase to 4 hours
* Transition between sitting, standing and walking before pain occurs
* Limit prolonged sitting to <2 hours
* Limit standing to <15”