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| **WORK HEALTH AND SAFETY:****eRGONOMIC Self-ASSESSMENT Checklist** | Three_Stack_White_CMYK |

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| CHECKLIST: |  |
| **Chair** |
| 1. Are your arms at 90 degrees or greater? If not, then increase chair height.
* If your feet are off the floor, then you need a foot stool please contact WHS&W
 | [ ]  Yes | [ ]  No | [ ]  N/A |
| 1. Are your hips and knees at 90 degrees and feet planted firmly on floor or on a footstool?
 | [ ]  Yes | [ ]  No | [ ]  N/A |
| 1. Is the curve of your lower back supported and complimented by the lumbar support of the chair?
* Adjust back rest height
 | [ ]  Yes | [ ]  No | [ ]  N/A |
| **Workstation** |  |  |  |
| 1. Is your workstation arranged so that frequently used items (phone, materials etc) are easily reached?
 | [ ]  Yes | [ ]  No | [ ]  N/A |
| 1. Is the telephone on non-dominant side?
 | [ ]  Yes | [ ]  No | [ ]  N/A |
| 1. Do you refer to hard copy documents and transfer information to the screen for the majority of your work?
* You may need a document holder, please contact WHS&W
 | [ ]  Yes | [ ]  No | [ ]  N/A |
| **Mouse and Keyboard** |  |  |  |
| 1. Are mouse and keyboard positioned so that they can be used while arms are tucked into body and at 90 degrees?
* Is your wrist position in neutral and in line with your forearm?
 | [ ]  Yes | [ ]  No | [ ]  N/A |
| **Monitor** |  |  |  |
| 1. Is your eye line in line with the top of the monitor?

 | [ ]  Yes | [ ]  No | [ ]  N/A |
| 1. Is the monitor approximately an arm’s length away?
 | [ ]  Yes | [ ]  No | [ ]  N/A |
| **Movement breaks** |  |  |  |
| 1. Are you getting up at least every half an hour for movement breaks?
* Are you making time to stretch every hour?
 | [ ]  Yes | [ ]  No | [ ]  N/A |

For further information:

Contact WH&S Unit on 9852 5154

Refer to Western Sydney University online training:

<http://www.westernsydney.edu.au/whs/whs/workplace_ergonomics/workstation_ergonomics>