

# Ergonomic Self-Assessment

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 assessing your own workstation ergonomics.

## Daily tasks

### Preparation as a member of the Plenary Council 3<sup>rd</sup>-10<sup>th</sup> October

	Yes / No	
Could your daily tasks be varied to help overcome repetitive and prolonged activities?	___	___
Do you change your posture at least every hour?	___	___
Are rest breaks taken regularly as needed?	___	___
Have you incorporated stretching exercises into your workday routine?	___	___
Recommendations:	_____ _____	

## Chair

It is essential to have a suitable chair. You should be able to adjust the seat height, the back rest (both vertically and horizontally) and the tilt of the seat.

	Yes / No		If No, actions required
Is the seat adjustable and (if any) chair arms not in the way of access to workstation?	___	___	_____
Can you adjust the height of the chair to the height required for the correct keying position? (i.e. forearms parallel with the floor and elbows bent at 90 degrees)	___	___	_____
Can the backrest be adjusted to sufficiently support your lower back and fit in o the small of your back at waist level?	___	___	_____
Is the depth of the seat support your thighs so they are parallel to floor with feet resting on footrest or floor?	___	___	_____
Does your sitting posture support and maintain the natural curves of your spine when you are keying?	___	___	_____

Recommendations:

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## Footrest

When making your assessment consider your height and the height of your desktop.

Yes / No      If No, actions required

If your feet do not comfortably reach the floor when you are in the correct keying position do you think a footrest would help?

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Recommendations:

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## Document Holder

Document holders come in all shapes and sizes from holding a single piece of paper to a large textbook.

Yes / No      If No, actions required

Would a document holder help to alleviate neck/shoulder tension?

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Recommendations:

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## Monitor

To avoid twisting it is recommended that the computer be set up so that you sit directly in front of both the keyboard and monitor.

Yes / No      If No, actions required

Is the top of the monitor (toolbar) at eye level when you are seated in the chair and looking straight ahead?

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Are the characters on the computer display set at an appropriate size and colour for easy reading?

— — —

Is the monitor at least an arm's distance when seated in front?

— — —

Recommendations:

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## Desk

See Workstation Tips.

Yes / No      If No, actions required

Is your desk large enough for all your activities?

— — —

Is there sufficient room on your desk to set up your computer correctly?

— — —

Are your forearms parallel with the floor or angled slightly downward? (This can be achieved by lowering the desk to suit the user, or, with a fixed desk, raising the chair)

— — —

Is your desktop free from clutter?

— — —

Are frequently used items within comfortable reach?  
Is access to the desk free from obstacles or trip hazards?

— — —

Recommendations:

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## Keyboard

It is recommended that the keyboard be about 6-7cm in from the edge of the desk with the ideal position of your wrist (whilst typing) straight with the hand in line with the forearm.

	Yes /	No	If No, actions required
Is there enough desk space in front of your keyboard?	—	—	_____
Is the keyboard parallel with the desk edge and in line with your body and the monitor?	—	—	_____
Is the keyboard detached from the screen to ensure a comfortable working position?	—	—	_____
Is the keyboard thin enough for comfortable positioning of the arms? (It should be less than 30mm thick at the home run of keys)	—	—	_____

Recommendations:

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## Mouse

Using the ergonomic features will assist with physical overuse

	Yes /	No	If No, actions required
When on the desk is the mouse as close as possible to and level with the keyboard? Does the mouse have a scroll button feature and is it used?	—	—	_____
Do you use keyboard shortcuts to reduce mouse use?	—	—	_____
Have you set up desktop shortcuts to reduce mouse use?	—	—	_____
When using the mouse, do you think a wrist rest would be of benefit?	—	—	_____

Recommendations:

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## Telephone Operations

Repeatedly reaching for the telephone, which is too far away, may result in strain on the shoulder, neck and arm. Consider a headset or speakerphone if your work entails a great deal of time on the phone. Take into consideration the quantity of notes taken when on the phone; for example, taking notes at a teleconference

	Yes / No	If No, actions required
Is your telephone in an ideal position on your desk?	— —	_____
Do you think a headset or speaker phone would make it easier for you to take telephone calls?	— —	_____
If you have a headset is it lightweight, adjustable and comfortable?	— —	_____

Recommendations:

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## Laptop

If using a laptop for extended periods (more than one hour) a full-sized keyboard and mouse must be used, and don't forget take a break and look away from your screen every so often.

	Yes / No	If No, actions required
Is your laptop only used for short periods of time (less than one hour)?	— —	_____
Do you need an external mouse and/or keyboard?	— —	_____
Do you need a full-sized monitor or laptop riser?	— —	_____

Recommendations:

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## Environment

Your office environment influences your personal comfort and wellbeing.

	Yes / No	If No, actions required
Do you find lighting appropriate for the tasks?	— —	_____

Is glare adequately controlled?

— — —

Do you find temperature, noise and airflow  
comfortable and conducive to concentration?

— — —

Recommendations:

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To minimise the spread of COVID-19 limit sharing of equipment and workstations between people and ensure equipment has been thoroughly sanitised before use.

Please note it will be a case of trial and error to determine if new work practices are appropriate and of benefit. It is important that you recognise, and do not ignore possible warning signs of injury such as experiencing pain and discomfort, by seeking medical advice.

**Important Notice:** This publication is intended to provide a summary and general information only. It does not constitute, and should not be relied on as advice or considered as a comprehensive coverage of the topics discussed. You should seek professional advice tailored to your own circumstances.