

Workstation Checklist – HS114



The Workstation Checklist should be completed by workers who conduct their work at a computer workstation. Prior to completing the checklist, the [Online Ergonomics Training](#) (compulsory for all new staff and refresher training recommended every 3 years) should be completed. The checklist should be completed when commencing work at a workstation, on relocation to a different workstation, after refurbishment of your workstation and at your home (or flexible) workstation. Correct workstation set-up can assist in injury prevention. If you answer “NO” to a question, you need to adjust your workstation appropriately, or talk to your supervisor about what changes need to be made to make the workstation safe and add the detail in the Action Plan. If a question is ‘not applicable’, record N/A in the ‘Yes’ column.

Name:			Supervisor/Manager Name:	
Location:			Date:	
Chair	Yes	No	<p>Pictograms - Office wise – A Guide to Health and Safety – Worksafe Victoria</p>	
Is the chair easily adjustable from a seated position? (i.e., seat height, seat pan tilt, backrest height and tilt)				
Is the height of the chair appropriate? Check: When shoulders are relaxed and elbows are by the side at 90 degrees, are the forearms positioned just above the desk surface and your wrists are level with the keyboard when keying? Note: Increase the height of your chair if your elbows do not clear the desk when positioned at 90 degrees				
Are your feet able to be placed comfortably on the floor and thighs are horizontal? (A) Note: A footrest may be required or the current one adjusted (do not lower your chair or alter the arm position as determined in the first step)				
Is the height of the backrest appropriate? Check: The height of the backrest is adjusted so that the lumbar support fits to the curve of the lower back				
Is the angle of the backrest appropriate? Check: The backrest angle is adjusted so that when you are sitting up straight (approx. 90-110 degree angle at the hips), the backrest fits to the curve of your lower back (B)				
Is the depth of the seat pan appropriate? Check: When seated in the chair, there are approximately 2-3 finger spaces between the back of the knee and the edge of the seat, and the angle of your seat is 90-95 degrees Note: If there is less than a 2-finger gap or more than an 8-10cm gap, adjust the seat slide or consider replacing your chair				
Note: If arm rests are present, they should be short and be able to fit under the desk – some can be adjusted, or some can be removed by unscrewing them				

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Desk	Yes	No	
<p>Are the desk dimensions appropriate? Check: Fixed height desk – height between 710-770mm (preferred range 720-740mm (AS4442:2018))</p>			
<p>Is there enough room on the desk to complete computing and writing tasks in separate areas? (AS4442:2018 advises this should be at least 1200mm L x 600mm D – for single task work)</p>			
<p>Are you able to sit close to the desk with no impediments/obstructions? Check: There are no boxes, equipment, etc. being stored under the desk or chair arms that prevent you from getting the chair as close to the desk as possible</p>			
<p>Note: If the desk height is adjustable, ensure the following has been considered: When sitting with your feet flat on the floor or standing, always ensure your elbows are directly under your shoulders and your desk height is adjusted so that your forearms, when positioned at 90 degrees, clear the desk (C)</p>			
Keyboard, mouse and desktop accessories	Yes	No	
<p>Is the centre of the alphabetical section of the keyboard positioned directly in front of the user and the computer screen?</p>			
<p>Is there enough room between the keyboard and the edge of the desk, whilst still ensuring that the keyboard is close enough to allow elbows to remain under the shoulder and close to the body?</p>			
<p>Are the wrists elevated off the desk in a “neutral” position when typing or using the mouse? Note: When using the keyboard and mouse, the wrists should be in a neutral position and not resting on the desk</p>			
<p>Are the legs of the keyboard retracted, to ensure flat wrists while typing?</p>			
<p>Is the mouse moved using the forearm as the pivot point, not the wrist? Note: The wrist should move across the desk with the mouse</p>			
<p>Is the mouse at the same level as the keyboard and close enough so the elbows remain directly under the shoulders?</p>			
<p>Is the mouse positioned as close to the keyboard as possible, to prevent overreaching?</p>			
<p>Is the phone positioned within easy reach, on the non-dominant side? Note: If the phone is used rarely, it does not need to be positioned close</p>			
<p>Do you have to regularly write notes or use the computer while talking on the phone? Note: If yes, you may require a headset to prevent neck strain caused by awkward postures from cradling the phone</p>			
Computer Screen	Yes	No	

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<p>Is the screen positioned at least an arm's length away and centred in front of your body? (D) Note: You should not have to lean forward to read the screen. If "No", move the screen closer/further away</p>			
<p>Is the top third of the screen positioned at your eye level? (E) Note: If "No", modify the height with an adjustable monitor stand</p>			
<p>Is the monitor positioned at right angles to light sources (e.g., window) and free from glare? Note: Avoid placing the screen directly in front of or facing a window</p>			

Note: If you use dual monitors frequently, position monitors at the same height, slightly angled inward, side-by-side with the split directly in front of your body to avoid twisting
Note: If you wear bifocal glasses, adjust the monitor height so that you can see the screen with your neck in a neutral position – not having your neck tilted forwards or backwards

Laptops	Yes	No	
Do you regularly use a laptop for periods of 1hr or more?			
If yes: Do you use a docking station or lap top stand with external monitor, keyboard, and mouse?			

Note: If you have answered No to the last question: you will need to purchase the equipment listed above AND start at the beginning of the checklist to make sure your equipment is setup safely.

COMMENTS: Any additional comments about the workstation, pre-existing medical issues, injuries etc.

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ACTION PLAN: If you answered 'NO' to any of the questions, list the actions that have been or are required to be taken

Action	Responsible Manager/Supervisor	Date Implemented

Add photos of your workstation

Attachment A – Desktop layout
Attachment B – Sitting in chair at the workstation

Worker Signature: _____
Date: _____

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Manager/Supervisor Signature: _____

Date:

Assessor Name and Signature: (if not self-assessed): _____

Date:

If you are experiencing pain or discomfort following modifications to your workstation, please contact your [WHS Business Partner/Coordinator](#)

For further information and guidance please refer to:

[Workstations | Safety \(unsw.edu.au\)](#)

[Working from Home | Safety \(unsw.edu.au\)](#)

This form should be retained in line with UNSW Record Keeping Policies.