

# Office environment checklist

**THIS CHECKLIST IS INTENDED AS A INDICATOR OF YOUR COMFORT, POSTURE AND SUPPORT POTENTIAL. YOU SHOULD DISCUSS ANY POTENTIAL ISSUES WITH YOUR EMPLOYEE REPRESENTATIVE. YOUR EMPLOYER MAY ALSO HAVE A SIMILAR CHECKLIST.**

## Input device

Is your keyboard directly in front when you key?

☐ Yes ☐ No

Is your keyboard placed so your upper arms are close to your body?

☐ Yes ☐ No

Can you maintain a natural and straight posture of your hands, wrists and forearms?

☐ Yes ☐ No

## Optimum Reach Zone

Do you change the layout of your desk according to the task at hand, placing the frequently used and important items for that task in the most convenient location?

☐ Yes ☐ No

Can you perform most of your work with your upper arms in a relaxed position close to your body?

☐ Yes ☐ No

## Mouse/ Pointing device

Can the mouse be placed close to you and within your optimum reach zone?

☐ Yes ☐ No

Is it placed just beside the keyboard?

☐ Yes ☐ No

Does the mouse fit comfortably in your hand? (i.e. not too long, round, short or flat etc.)

☐ Yes ☐ No

Can you place your fingers on the buttons without accidentally pressing the buttons?

☐ Yes ☐ No

Is the device at the same height as the keyboard?

☐ Yes ☐ No

Are your fingers, wrist and forearm all in a straight line while using the mouse?

☐ Yes ☐ No

If you use the mouse a lot, are you able to use the keyboard shortcut keys?

☐ Yes ☐ No

## Monitor

Is the monitor far enough away? (i.e you do not feel the monitor is too close – generally about an arm's length away is comfortable)

☐ Yes ☐ No

Are you able to look straight ahead at the monitor without twisting your head or trunk?

☐ Yes ☐ No

Is the top of your monitor at or below eye height?

☐ Yes ☐ No

Is the image of your monitor clear and crisp, that is, not fuzzy nor flickering?

☐ Yes ☐ No

Is your monitor free from reflections?

☐ Yes ☐ No

## Seating

Is your office chair supportive and comfortable throughout the day?

☐ Yes ☐ No

Do you know about sitting in a correct posture?

☐ Yes ☐ No

Does your chair have adjustable seat height?

☐ Yes ☐ No

Does your chair have adjustable lumbar support height?

☐ Yes ☐ No

Does your chair have adjustable backrest angle independent of seat tilt?

☐ Yes ☐ No

Does your chair have adjustable seat tilt? (optional)

☐ Yes ☐ No

If your chair has armrests, are they adjustable?

☐ Yes ☐ No

Can you adjust your chair so the lumbar support fits snugly in the small of your back so that you feel comfortable and supported without any pressure points?

☐ Yes ☐ No

## Work surface

If your desk is height adjustable:

② Does your chair allow you to place your feet flat on the floor with no pressure under your thighs while still supporting them?

☐ Yes ☐ No

② Is the desk adjusted so when your elbows are at a right angle, your hands are at, or slightly above the keyboard?

☐ Yes ☐ No

If your desk is not height adjustable:

② Does your seat adjustment allow you to have your elbows at a right angle and your hands at or slightly above the keyboard?

☐ Yes ☐ No

If your feet are not flat on the floor do you have a footrest that supports both feet comfortably?

☐ Yes ☐ No

Is there sufficient space under the desk for your legs and knees?

☐ Yes ☐ No

Is your desk size sufficient?\*

☐ Yes ☐ No

\* For single task you should have a desk minimum 800mm deep x 1200mm wide and for multi-task you should have a desk minimum 800mm deep x 1600mm wide. It is also highly desirable to have a desk 900mm deep or deeper for larger/deeper conventional CRT monitors

## Body Movement

Do you change posture at least every 10-15 minutes?

☐ Yes ☐ No

Do you have a variety of tasks that are carried out throughout the day?

☐ Yes ☐ No

Do you get out of your seat at least every hour even when you are busy?

☐ Yes ☐ No

Do you look away from the monitor and focus in the distance every 10-15 minutes at least?

☐ Yes ☐ No

Have you considered placing equipment, eg printer, so you have to get out of your chair rather than twist?

☐ Yes ☐ No

When you are very busy do you consciously consider your muscles particularly in the neck, shoulders and back to ensure they are relaxed?

☐ Yes ☐ No

Do you adjust your seat height to a lower height when reading and writing compared to keying?

☐ Yes ☐ No

## Spectacle use

Is the prescription appropriate for computer use?

☐ Yes ☐ No

If you wear bi/tri/multi focal glasses, can you adopt a comfortable posture? (i.e. you do not need to bend your neck back to use the appropriate part of the lens). You may need to lower the height of your monitor.

☐ Yes ☐ No

## Personal Comfort

Is the air temperature and the air flow fresh and comfortable?

☐ Yes ☐ No

## Distraction

Are the noise levels acceptable?

☐ Yes ☐ No

## Stress Management

Do you feel you are able to perform your tasks effectively?

☐ Yes ☐ No

Do you have reasonable, achievable deadlines?

☐ Yes ☐ No

When the workload is unrealistic are you able to discuss it and develop a reasonable solution?

☐ Yes ☐ No

Do you have some control in what order and how activities are carried out?

☐ Yes ☐ No

## Lighting

Is lighting appropriate for your work space: not too much or too little?

☐ Yes ☐ No

Does an external light source shine into your eyes?

☐ Yes ☐ No

## Specific Tasks

Are you able to touch type?

☐ Yes ☐ No

If you frequently enter information into the computer from copy, do you have a document holder appropriate for the task that facilitates a healthy posture?

☐ Yes ☐ No

If you spend long periods reading, do you have an angle board to enable you to sit tall?

☐ Yes ☐ No

If you need to type and use the telephone simultaneously, do you use a headset to avoid contortion of the neck and shoulder?

☐ Yes ☐ No

## OHS System implementation

Productivity is linked to a well designed working environment.

☐ Agree ☐ Disagree

Does your workplace facilitate a healthy and comfortable working environment through any OHS programs?

☐ Yes ☐ No

Is your workstation equipped to allow you to adopt correct postures while working?

☐ Yes ☐ No

Are you aware of why you should work in a correct posture while working?

☐ Yes ☐ No

Have you had workplace training in:

② Relevant skills for your specific job?

☐ Yes ☐ No

② Adjustment of furniture & equipment?

☐ Yes ☐ No

② Occupational Health and Safety?

☐ Yes ☐ No