

COMPUTER ERGONOMICS CHECKLIST

SS-WHS-SAF-000

Authorised By:
Rev 1 29/09/2023



WORKSTATION DETAILS		DATE	
ASSESSOR			

SETTING UP THE WORKSTATION (CHAIR)

Your seat height is set so your elbows are at about the same height as your desk	YES / NO
The seat width and depth comfortably support your hips and legs	YES / NO
There is a 2-3 finger width clearance between the front edge of your chair and the back of your knees	YES / NO
You can adjust your seat backrest to best support the curve in your lower back	YES / NO
Your seat backrest supports your lower back to the top of your shoulder blades	YES / NO
Your chair does not roll away too easily on the flooring (timber/tile floors may be an issue)	YES / NO
You can sit close to your desk (if the arm rests prevent this, adjust or remove them)	YES / NO
Your feet rest flat on the floor or on a footrest	YES / NO

SETTING UP THE WORKSTATION (DESK)

The desk surface is at your elbow height with forearms supported	YES / NO
Desk should be a continuous flat surface	YES / NO
There is sufficient depth to position monitor/s for your visual comfort	YES / NO
There is adequate leg space under the desk to stretch your legs forwards and easily get in or out of chair	YES / NO
Position your frequently used items on the desk (e.g., phone) within comfortable reach	YES / NO
There is enough space on the desk to accommodate all necessary work equipment	YES / NO

SETTING UP THE WORKSTATION (MONITOR OR LAPTOP)

Monitor/s are positioned directly and symmetrically in front of you to avoid twisting your neck and spine	YES / NO
Monitor/s height is adjustable to your eye level or below, for your visual needs and neck comfort	YES / NO
Monitor/s distance is approximately arms' length and suitable for the size of your monitors and comfort	YES / NO
Monitor/s brightness, contrast and font size can be adjusted for your visual comfort	YES / NO
Lighting is adequate and visually comfortable for the task being performed	YES / NO
Glare and reflections can be controlled	YES / NO

SETTING UP THE WORKSTATION (KEYBOARD / MOUSE)

You keyboard and mouse are positioned on the same level on the desk, parallel and close to each other	YES / NO
Your keyboard is positioned directly and symmetrically in front of you	YES / NO
There is about 10-15cm between your keyboard and the edge of the desk (for forearm support)	YES / NO
Your mouse comfortably fits in your hand and moves freely over the desk surface	YES / NO
Mouse is suitably adjusted for speed and accuracy of task	YES / NO

WORKLOAD, ACTIVITIES, AND INSTRUCTION

Workload, timeframes, expectations and scheduling of work have all been discussed with your supervisor	YES / NO
Opportunities for movement and changing positions are available throughout your workday	YES / NO
The risks associated with computer work and ways to reduce the risk have been discussed with supervisor	YES / NO
You know how to report IT and equipment issues, discomfort, hazards, injuries or incidents	YES / NO
	YES / NO

CORRECTIVE ACTIONS OR OTHER CONSIDERATIONS

List corrective actions or other considerations here:

WORKER NAME AND SIGN	
SUPERVISOR NAME AND SIGN	