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**Ergonomic Workstation Checklist**

**Student Name:**      **Workstation location:**

**Date of assessment:**

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| **Location/Item** | **Instructions** | **Completed?** |
| Chair | Check how the mechanisms on your chair work so you can adjust it to suit you and your workstation   * Seat height * Backrest height * Backrest angle * Seat tilt * Seat slide |  |
| Seat height | Adjust seat height so that the work surface/keyboard is slightly below elbow height when the shoulders are relaxed and the elbows are at approximately right angles. Check that feet are flat on the floor, knees are bent at right angles and thighs are parallel to the floor or tilted slightly forward. |  |
| Backrest | Adjust backrest (vertically) so that the lumbar support fits in the lumber curve of your lower back. Adjust the back of the chair to a 90°-110° reclined angle. |  |
| Seat Tilt | Adjust seat tilt so that your hips and tops of your thighs are at right angles (or slightly greater). |  |
| Seat Slide | Check that the clearance between the front edge of the seat and the lower part of the legs (your calves) is approximately 50mm. |  |
| Armrests | Arm rest are not recommended for keyboard work but may provide support during other activities. If the armrests are interfering with access to the desk either lower them or arrange for them to be removed. |  |
| Desk (adjustable) | If your workstation is adjustable, adjust the desk so the top surface is just below elbow height. To determine your elbow height, relax your shoulders and bend your elbows to about 90 degrees and check the elbow height against the desk height. |  |
| Desk (fixed height) | Chair adjustments are relied on to meet the user and task requirements. |  |
| Leg clearance | Space under the desk should be sufficient to allow free leg movement without obstruction. Ideal space is a minimum of 550mm depth by 800mm in width. |  |
| Keyboard | Tilt the keyboard using the feet at the back to suit your level of comfort. The common and preferred setting is where the feet are lowered so the keyboard sits flat on the desk. The keyboard should be aligned with the computer screen and directly in front of the user. Place as close to the front edge of the desk as is comfortable. |  |
| Mouse | Place the mouse close and directly beside and preferably on the same level as the keyboard on your preferred side. |  |
| Monitor Height | Position the monitor screen so that the top of the screen is level with or slightly lower than your eyes when you are sitting in an upright position. |  |
| Monitor Distance | Firstly place the screen at an arm’s length away (or 500- 700mm) from the usual seated position. Trial the position and move closer or further away as required. |  |
| Monitor Position | Monitors should be placed directly in front of user. The screen should be placed so that it does not face windows, catching reflections from the windows, or have a window directly behind it causing glare from the window. |  |
| Monitor Angle | Angle the monitor at right angles or slightly angled backwards (10-15° max) |  |

Additional comments by student if required

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Additional comments by teacher/trainer if required

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