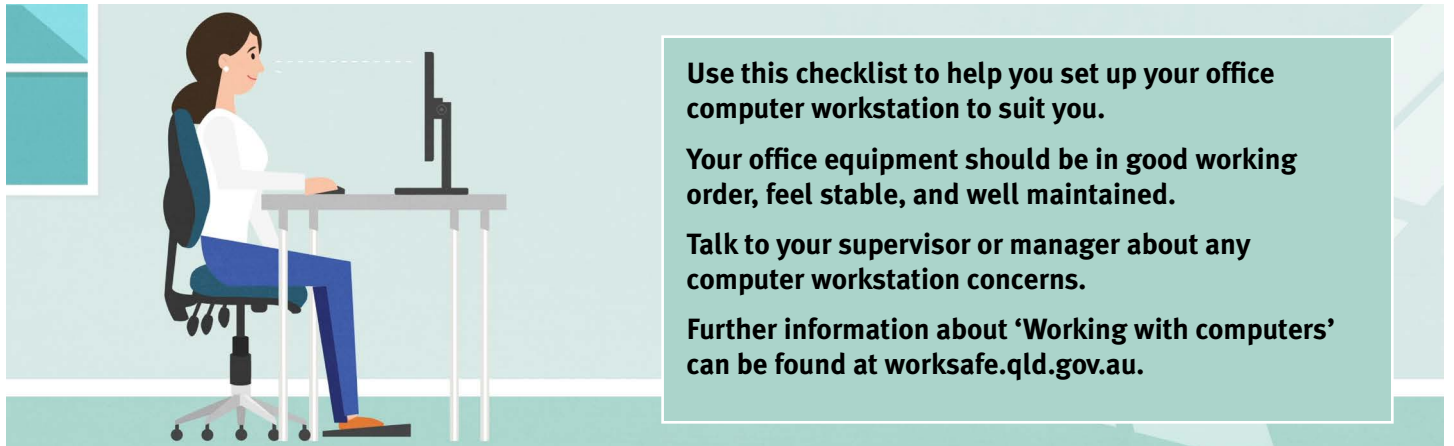


# Working in the office – computer workstation checklist



Use this checklist to help you set up your office computer workstation to suit you.

Your office equipment should be in good working order, feel stable, and well maintained.

Talk to your supervisor or manager about any computer workstation concerns.

Further information about 'Working with computers' can be found at [worksafe.qld.gov.au](http://worksafe.qld.gov.au).

**To ensure this checklist displays and works correctly, download it and save it to your computer first.**

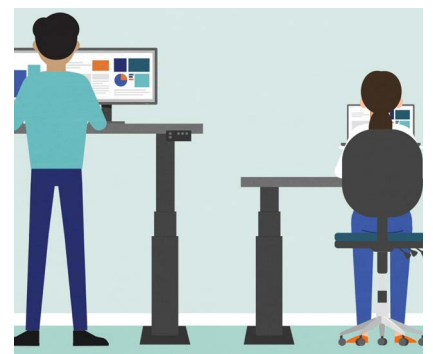
## 1. Setting up your workstation

### 1.1 When sitting in your chair, ensure:

- Your seat height is set so your elbows are at about the same height as your desk
- The seat width and depth comfortably support your hips and legs
- There is a 2-3 finger width clearance between the front edge of your chair and the back of your knees
- You can adjust your seat backrest to best support the curve in your lower back by adjusting the backrest up or down and tilting forwards or backwards
- Your seat backrest supports your lower back to the top of your shoulder blades
- Your chair does not roll away too easily on the flooring (timber/tile floors may be an issue)
- You can sit close to your desk (if the arm rests prevent this, adjust or remove them)
- Your feet rest flat on the floor or on a footrest

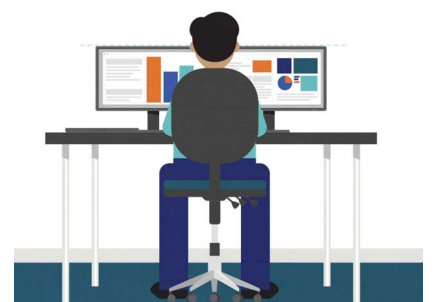
### 1.2 Desk

- When sitting or standing, check the desk surface is at your elbow height by adjusting your desk or your chair. This allows forearm support and relaxed shoulders when using the keyboard and mouse
- Desk should be a continuous flat surface
- There is sufficient depth to position monitor/s for your visual comfort (as a guide at arms' length from your seated position)
- There is adequate leg space under the desk to stretch your legs forwards and easily get in or out of your chair
- Position your frequently used items on the desk (e.g. phone) within comfortable reach
- There is enough space on the desk to accommodate all necessary work equipment



### 1.3 Monitor/s or laptop (raised on stand)

- Monitor/s are positioned directly and symmetrically in front of you to avoid twisting your neck and spine
- Monitor/s height is adjustable to your eye level or below, for your visual needs and neck comfort
- Monitor/s distance is approximately arms' length (as a guide) and suitable for the size of your monitors and visual comfort
- Monitor/s brightness, contrast and font size can be adjusted for your visual comfort
- Lighting is adequate and visually comfortable for the task being performed
- Glare and reflections can be controlled



### 1.4 Keyboard/mouse

- You keyboard and mouse are positioned on the same level on the desk, parallel and close to each other
- Your keyboard is positioned directly and symmetrically in front of you
- There is about 10-15cm between your keyboard and the edge of the desk (for forearm support)
- Your mouse comfortably fits in your hand and moves freely over the desk surface
- Mouse is suitably adjusted for speed and accuracy of task (see computer settings/devices/mouse)



## 2. Workload and work activities

- Workload, timeframes, expectations and scheduling of work have all been discussed with your supervisor
- Opportunities for movement and changing positions are available throughout your work day (e.g. breaks, variety of work activities)

## 3. Information provided to you includes:

- The risks associated with computer work and ways to reduce the risks (e.g. managing sprains and strains, sedentary work, high work demands)
- How to report IT and equipment issues, discomfort, hazards, injuries or incidents

## 4. Other considerations

- Are there any other issues regarding your health, safety and wellbeing when performing your work at the computer? If yes, please describe.

## 5. Workstation photographs (optional)

### Attach photographs of the following:

When you are in a seated position (and if applicable, when standing at a sit/stand desk) from the back and side view.

Back - seated	Side - seated

Back - standing	Side - standing

To add images, click on the grey boxes and then click browse.

## 6.0 Agreed actions to address identified issues

Worker name	Worker signature	Date
Site address		
Manager name	Manager signature	Date

Review date

### Approved actions