

Flinders University		Self-Assessment Workstation Checklist		Ver 2.0 (18/4/2016)	
If you can tick all of the <b>white boxes</b> below then the work station meets the required Standards.					
Name _____		Supervisor: _____		Extension _____	
Location _____				Date checked ____/____/____	
Normal Work Activities: _____					
Desktop PC	<input type="checkbox"/>	Mac / iMac	<input type="checkbox"/>	Laptop / Macbook	<input type="checkbox"/>
Keyboard Work	<input type="checkbox"/>	Manual Handling	<input type="checkbox"/>	Varying Multiple Tasks	<input type="checkbox"/>
				Frequent movement	<input type="checkbox"/>
<b>Desk</b>				<b>Y</b>	<b>N</b>
Is the desk or bench space large enough to accommodate all work ( <i>width and depth</i> )?					
Desk height promotes good seating posture					
Can the desk height be adjusted to suit the worker? ( <i>i.e. height adjustable or adjustable feet</i> )					
If a keyboard tray is present, can it adjust freely? <b>Position:</b> Level / Lowered / Can't Adjust (repair)					
If a corner desk is used, does it have a corner support or desk lozenge correctly installed?					
Is there sufficient leg room beneath the desk or bench ( <i>650mm wide x 450mm deep at least free</i> )?					
Is the desktop free of reflections / glare from its surface?					
When working at the desk, are the arms between 90 or 110 degrees at the elbow ( <i>i.e. not raised to desk</i> )?					
Are frequently used items within usual work area and occasionally used items in the occasional work area ( <i>i.e. without overstretching</i> )?					
<b>Height adjustable / Sit Stand Desk</b>				<b>Y</b>	<b>N</b>
Can the workstation be adjusted to suit the worker at a sitting posture?					
Can the workstation be adjusted to suit the worker at a standing posture?					
Is the worker aware of the correct height for sitting and standing ( <i>i.e. marked out the levels</i> )?					
If prolonged standing and cannot vary tasks, is a mat provided or alternative solution utilised?					
<b>Chair</b>				<b>Y</b>	<b>N</b>
Is the chair cushion / padding in good condition ( <i>i.e. not worn, dirty, lost its support</i> )?					
If chair has arm rests, are they adjusted correctly to avoid impact on swivel action or seating position?					
Is the base of the chair stable ( <i>i.e. at least has a five star base and has no 'wobbles'</i> )?					
Is the seat pan able to provide suitable support and does not place pressure to the back of the legs and knees ( <i>i.e. not too deep or too shallow</i> )?					
Does the chair offer adjustable lumbar support and is correctly adjusted?					
Is the chair adjustable and working?					
Is the chair backrest angle adjustable and working?					
<b>Footrest</b>				<b>Y</b>	<b>N</b>
Are feet flat on floor or a footrest used to maintain thighs parallel to floor?					

If a footrest is required, is one present, adjusted correctly and in working order?			
Is current posture preventing neck twist or strain?			
If a document holder or adjustable surface is required, is it present, positioned and adjusted correctly?			
<b>Laptop / Tablet / Computer case</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
If the laptop / tablet is used for prolonged periods, is an external keyboard, mouse, monitor and / or docking station used?			
If present, is the desktop computer case / docking station positioned to minimise impact on desk space?			
<b>Keyboard and Mouse</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
Is the keyboard used without propping up with the legs or thin keyboard used (i.e. 30mm or less high)?			
Is the keyboard wrist support required? If so, is it provided?			
Is keyboard in good working condition (i.e. keys require normal pressure to use, clean)?			
Is varying of tasks, where possible, and / or breaks used to move away from the workstation occasionally?			
Is the mouse comfortable to use?			
Is the mouse at the same level and as close as possible to the keyboard on the work surface?			
Are keyboard and mouse closely positioned to avoid abduction and flexion beyond 45 degree angle out from the body?			
Are wrists in a neutral position when using the keyboard and mouse (i.e. wrist not bent)?			
<b>Display / VDU screens (Computer and laptop / tablet screens) Should be 500 – 750mm away from eyes.</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
How many screens are present?            1            2            3            Other: _____			
What configuration are the screens used?    Left            Centre            Both Centred            Right			
Is the screen position directly in front of the worker (minimise neck bending / twisting)?			
Is the screen at a comfortable reading distance?			
Is the image clear and stable (i.e. not flickering, rolling, dull, too bright, screen size adequate)?			
Is the operator looking at the top edge of the screen without bending the neck?			
Is screen height is adjustable? If not, is a monitor riser used?			
<b>Lighting</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
Is proper lighting available for the task (i.e. not too bright or too dull)?			
Do workstation surfaces promote anti-glare / less light reflection from natural / artificial lighting?			
Is there any glare from artificial or natural lighting?			
Are screens located so that users do not look directly toward or away from windows or strong light sources?			
<b>Noise</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
Does the noise level allow concentration?			
Is noisy equipment located away from the immediate workstation area (i.e. separate room)?			
<b>Telephone</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
Is the telephone positioned to avoid reaching across the body and within normal reaching range?			

Is the correct posture used when answering the phone (i.e. not cradling phone in-between shoulder and head; using headset; use speakerphone)?			
<b>Room / Area</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
Is there enough space to perform regular job tasks?			
<b>Environment</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
Is the room / area at a comfortable temperature ( <i>i.e. air conditioning works properly</i> )?			
Is the work environment clean and tidy (i.e. no dust, leaks in roofs, strong odour issues)?			
<b>Cable Management (<i>power, network, computer, other</i>)</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
Are cables secured and do not present a trip or entanglement hazard?			
<b>Details and Other Notes (any issues noted should be discussed with your supervisor)</b>			