

WORK HEALTH AND SAFETY: ERGONOMIC WORKSTATION CHECKLIST

WESTERN SYDNEY
UNIVERSITY



This checklist is designed to help all staff to evaluate and improve the comfort and safety of their workstations. WHS&W recommends completing the "Ergonomics101" module on MyCareer online prior to this checklist to correctly make workstation adjustments. If you have any questions or difficulties while completing the checklist, contact the WHS team at whs@westernsydney.edu.au*

* Please note that an in-person ergonomic assessment is available for all staff with evidence of medical condition, such as current medical certificate provided by specialist or GP. Otherwise, if you do not have a medical certificate, you can print this form and use the checklist independently to adjust your workstation and prevent any injuries or discomfort.

General Safety Checklist

Background – Questions 2-3 of this section are intended for staff requesting new equipment or an in person ergonomic assessment from WHS&W. Manager approval for this checklist not required otherwise.

1. Have you completed the ergonomics101 training module on MyCareer Online.

No - Please complete the ergonomic module on MyCareer online and attempt the adjustments recommended in the module.

Yes

No

2. Do you have a pre-existing medically diagnosed condition.

Yes - Please attach the current medical certificate along with this form approved by supervisor to organise in person WHS&W assessment.

No - A medical certificate is required to conduct an ergonomic assessment with a WHS&W staff member present. Please obtain a medical certificate and submit it with your request to whs@westernsydney.edu.au

Yes

No

NA

3. Has this ergonomic request been reviewed/approved by your manager?

No - Please review this checklist with your manager and complete the sign off at the bottom of this checklist. All necessary changes resulting from your ergonomic assessment must be paid from your unit cost centre, your manager has final approval over actioning the suggestions from the ergonomic assessments.

Yes

No

NA

Spectacles & Corrective Lenses

4. Do you have dedicated computer glasses?

No/NA - Skip Questions 5 & 6.

Yes

No

NA

5. Do you wear bi focal glasses?

Yes - A sustained position tilting your head may cause you discomfort or pain. For your own health consider using a timer to remind you to adjust head position or consider the workplace stretches on the [WHS&W page](#) to prevent stiffness and discomfort.

Yes

No

NA

6. Is the prescription up to date? No - Please consider scheduling an appointment with your optometrist.	Yes	No	NA
Physical environment			
7. Is the work area free of slip, trip and fall hazards? No - Please consider picking up items from under or around your work area that might present a trip hazard and report anything that needs maintenance's assistance for larger items.	Yes	No	N/A
8. Does the lighting negatively affect your ability to work effectively? Yes - If there is too much light, please consider altering the orientation of your desk and monitor. If available, please also try lowering the blinds during the times of day when there would be direct sunlight on your workstation. If the lighting level is too low, please consult with your manager about the lighting options at your workstation.	Yes	No	N/A

Ergonomic Checklist

Chair

9. Is your seat set at the appropriate height for your desk? No - Adjust the height of your chair so that your arms are positioned at a right angle (90°) and supporting your wrist when using the keyboard and mouse.	Yes	No	N/A
10. Do your feet rest flat on the floor whilst seated? No - The chair height may require adjusting or consider a foot stool if a high desk is being used. Feet should be resting on a flat surface promoting a leg angle of 90 degrees while sitting and typing	Yes	No	N/A
11. Does your chair provide adequate support for your back? No - Adjust back rest height so that the back support is positioned in the curve of your spine. If you have adjusted your chair but are still feeling discomfort, please discuss your seating options with your manager and/or see a doctor.	Yes	No	N/A
12. Do you sit fully engaged in the chair (so that your spine is fully supported by the chair)? No - When sitting in your chair your spine should be fully engaged with the back of the chair, when sitting in this position there should be a gap of about 3 finger spaces between the back of your knees and the edge of the chair. This position is the best placement for spinal curve and promotes blood flow to the legs and feet.	Yes	No	N/A
13. Does the chair have arm rests? Yes - While WHS&W does not recommend chairs with arm rests as they can impede access to the workstation. However, it is personal preference and chairs with arm rests can help with greater balance or stability when sitting in or leaving the chair.	Yes	No	N/A

<p>14. Are there any objects on the chair or modifications to the chair which are not part of the original design? E.g., Pillows, lumbar attachments.</p> <p><i>Yes - Modifications to the chair may indicate that your chair is not correctly adjusted for you, or the chair is not suitable, refer to the ergonomics101 module for adjustment assistance</i></p>	Yes	No	N/A
Workstation			
<p>15. Is your workstation arranged so that frequently used items (phone, materials etc.) are easily reached?</p> <p><i>No - Frequently used items should be within immediate reach, refer to the online training module for further assistance.</i></p>	Yes	No	N/A
<p>16. Can the workstation or tasks be modified to allow for posture changes throughout the day?</p> <p><i>No - If you are <u>static</u> for long periods of time consult your manager about standing and sitting options or task variation (walking meetings, rest breaks).</i></p>	Yes	No	N/A
<p>17. Are you able to sit at your workstation with no impediments or obstruction under the workstation?</p> <p><i>No - Move any boxes, filing cabinets to allow for better access to workstation, if you are unable to lift heavy consult with your manager about organising for I&C to clear the area.</i></p>	Yes	No	N/A
<p>18. If you are standing at your workstation for prolonged periods of time, are you able to maintain your natural posture?</p> <p><i>No - Consult your manager about possible task variation. Refer to the ergonomics101 module for examples on how to maintain a natural standing posture.</i></p>	Yes	No	N/A
<p>19. Whilst standing at your workstation do you make small movements or take breaks to avoid being in a static position for long periods of time?</p> <p><i>No - Prolonged standing at your workstation may cause a relaxation of your core muscles and lead to increased strain on the lower back. Using a Fatigue mat or a step (elevating one leg and alternating legs) may help prevent this.</i></p>	Yes	No	N/A
Workstation Peripherals (Keyboard, Mouse, Document Holders, Telephone, etc.)			
<p>20. Are mouse and keyboard positioned so that they can be used while arms are tucked into body and at 90 degrees?</p> <p><i>No - Make sure your wrist position is neutral and in line with your forearm. Forearms may rest on the desktop or hover above while typing.</i></p>	Yes	No	N/A
<p>21. Is the telephone on your non-dominant side?</p> <p><i>Yes - Avoid cradling telephone/mobile between ear and shoulder.</i></p>	Yes	No	N/A
<p>22. Do you use the stands on the keyboard?</p> <p><i>Yes - Placeholder Stands on the keyboard may increase pressure on the wrists leading to pain, stands should be flat where possible.</i></p>	Yes	No	N/A

<p>23. Do you frequently refer to hardcopy documents?</p> <p><i>Yes - A document holder should be used to prevent frequent head tilting. More information can be found on the ergonomics101 module.</i></p>	Yes	No	N/A
Monitor			
<p>24. Does the top of the monitor align with your eyes when you look straight ahead?</p> <p><i>No - You may need to increase or decrease the monitor height, if the monitor does not have a rail for adjustment you may need to raise the height manually by putting ream of paper under the monitor (temporary solution). And purchasing a monitor stand for a permanent solution.</i></p>	Yes	No	N/A
<p>25. Do you use multiple monitors?</p> <p><i>Yes - Refer to the monitor section of the ergonomics module for more information on best monitor placement.</i></p>	Yes	No	N/A
<p>26. If multiple monitors are used, are they arranged to minimise the need for frequent twisting or tilting of the head.</p> <p><i>No - Refer to the monitor section of the ergonomics module for more information on best monitor placement.</i></p>	Yes	No	N/A
<p>27. Is the monitor approximately an arm's length away? (May vary based on person's vision/use of bifocals).</p> <p><i>No - Adjust the positioning of your monitors so they are approximately an arm's length away and you can easily read the screen without straining your eyes.</i></p>	Yes	No	N/A
<p>28. Are you using a laptop as your primary device?</p> <p><i>Yes - Laptop monitor should be raised to be in line with eyes. Separate keyboard and mouse should be used, laptop stand will need to be procured.</i></p>	Yes	No	N/A
<p>29. Have you adjusted your monitor brightness settings to best suit your working environment?</p> <p><i>No - If you are unsure of how to adjust your monitor, please try looking up an e-manual by searching the monitor model number or Contact IT via WesternNOW for assistance in adjusting your monitor settings.</i></p>	Yes	No	N/A
<p>30. Is your monitor positioned away from direct light sources which may cause glare?</p> <p><i>No - Consult with your supervisor about relocating or modifying your working environment. If you are working at home consider lowering the blinds or reorienting the workspace to reduce glare.</i></p>	Yes	No	N/A

Movement breaks

31. Are you getting up at least every 30 minutes for movement breaks?

No - Take a moment to stretch every 30 minutes OR rotate tasks. Consider scheduling tasks which require that you leave your workstation for a movement break for example collecting your printing. Another option could be setting a timer on google to remind you to stretch.

Yes

No

N/A

Manager Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Reviewed by: _____

Date: _____

For further information:

Contact WH&S Unit:

Ph: 9852 5179

Email: whs@westernsydney.edu.au

Refer to Western Sydney University online Ergonomics101 training on MyCareerOnline.

