

COMPUTER WORKSTATION AND OFFICE SAFETY CHECKLIST

Building: _____ Inspected by: _____

School/Discipline: _____ Signature: _____

Location: _____ Date: _____

This safety checklist has been designed as a guide to help you check the safety of your office environment and the correct ergonomic set up of your computer workstation. If any item is ticked "no" it will require further action.

| 1.0 GENERAL ENVIRONMENT | | Tick answer | |
|-------------------------|--|-------------|--|
| 1.1 | <p>Lighting and Glare</p> <p>Preferably the person (or the computer screen) should not be facing an uncovered window. If the window is not covered, the desk should be positioned at right angles to the window.</p> <p>As a general rule, sit at 90 right angles to the main light source.</p> | | |
| | Can the lighting be adjusted? E.g with Venetian blinds | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Is the screen free from any reflection and able to be seen easily i.e. no glare present? The screen should be perpendicular or vertical not tilted. | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Is the desk positioned at right angles to the window or main source of light? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Is the level and positioning of overhead lighting satisfactory? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| 1.2 | <p>Equipment Layout and Access</p> <p>Commonly used items should be kept in easy reach.</p> <p>Is the layout of the work area and items to be used appropriate to prevent undue twisting or lifting?</p> | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Is access and egress to the work area free from obstacles? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Is the area free of trip or slip hazards? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| 1.3 | <p>Space</p> <p>Are storage facilities adequate?</p> | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| 1.4 | <p>Manual handling</p> <p>Is the area free from manual handling hazards? Heavy or frequently used items should be stored at waist height.</p> | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Is a step stool available to access higher shelves? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| 1.5 | <p>Noise</p> <p>Is the level of noise conducive to concentration?</p> | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| 1.6 | <p>Ventilation, humidity and temperature</p> <p>Is ventilation and thermal comfort adequate?</p> | Yes No | <input type="checkbox"/> <input type="checkbox"/> |

| 2.0 | WORKSTATION AND EQUIPMENT | Tick answer | |
|--|--|--------------------|--|
| 2.1 | Desk The desk should be 68cm – 72cm high. The dimensions should be a minimum of 90cm x 75cm for paperwork tasks or 115cm x 90cm for mixed clerical and computing tasks | | |
| | Is the desk suitable in size for the work being undertaken? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| 2.2 | Chair The chair should provide lumbar support, have height and back rest adjustment and be on a 5 star castor base. Chairs with non-adjustable armrests are not recommended for desk-based work. | | |
| | Does the chair have lumbar support, adjustment of the height and the backrest and a 5 star castor base? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Is the depth of the seat appropriate? The thighs should be fully supported with 2-3-finger space behind the knees when seated and with the back fully supported by the chair. | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Adjust chair height (if the desk is adjustable start with the foot position, see below). When seated the elbows should be at or slightly above the desk when arms are at the side of the body and shoulders relaxed. When keying, the forearms should be parallel with the floor and elbows bent at 90 degrees, with the wrist in the neutral position, not resting on the desk. The test position is with the fingers on the home keys (keys “asdf” left hand and “;lkj” for the right hand). | | |
| | Can the chair height be adjusted to the correct height needed for the correct keying position? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Foot position Feet should be resting comfortably on the floor with knees bent at 90 degrees. The thighs should be parallel with the floor. If this cannot be achieved and the desk is not adjustable in height a footstool is required. | | |
| | Is a footstool required? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| 2.3 | Computer and Accessories Always keep the spine in neutral i.e. the natural “S” shape. Stay symmetrical (i.e directly in front of the keyboard and the screen equipment – do not sit twisted. | | |
| | Is the top of the computer screen (toolbar) at eye level when seated in the chair and looking straight ahead? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | If glasses are worn which affect viewing of the screen, can a neutral neck position be maintained? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| Computer and Accessories (Cont) | | Tick answer | |
| | Is the keyboard straight on the desk, approximately 3cm from the edge of the desk and in line with the body and the monitor? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Is the monitor at least arms distance when seated in front? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Are the characters on the computer display set at an appropriate size | Yes | <input type="checkbox"/> |

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| | and colour for reading? | No | <input type="checkbox"/> |
| | Is a document holder available? Document holders should be placed between the keyboard and the hard-drive | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Is the image on the screen steady? If it flickers the refresh rate may need to be reset. | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Is the mouse being used at the same level and as close as possible to the keyboard? Elbows should not be forward of the trunk when keying and using the mouse. | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Does the mouse have a scroll button feature and is it used? It is recommended that the middle finger be placed on the scroll button to assist in maintaining the correct position of the hand on the mouse and avoid twisting through the wrist. | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| 2.4 | LAPTOPS | | |
| | Exactly the same principles apply as written above. For prolonged use is a monitor riser and external keyboard and mouse used? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| 3.0 | WORK PRACTICES | | |
| | Can posture be changed at least every hour? Rest breaks are recommended every 5 minutes for every 30 minutes of work, or 10 minutes every hour. It is preferable to have a variety in tasks in order to get the change in posture. | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Does the person have control over their workload and ability to take breaks? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| 4.0 | SAFETY EQUIPMENT | | |
| | Is a first aid kit/supplies available? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Is an earth leakage circuit breaker installed? | Yes No | <input type="checkbox"/> <input type="checkbox"/> |
| | Are electrical cords and connections safe? (i.e. undamaged and unimpeded – not caught under equipment) | Yes No | <input type="checkbox"/> <input type="checkbox"/> |

| ACTION | WHO |
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RECOMMENDATIONS:

Signature of Person Responsible: _____ Date of next Review: _____