

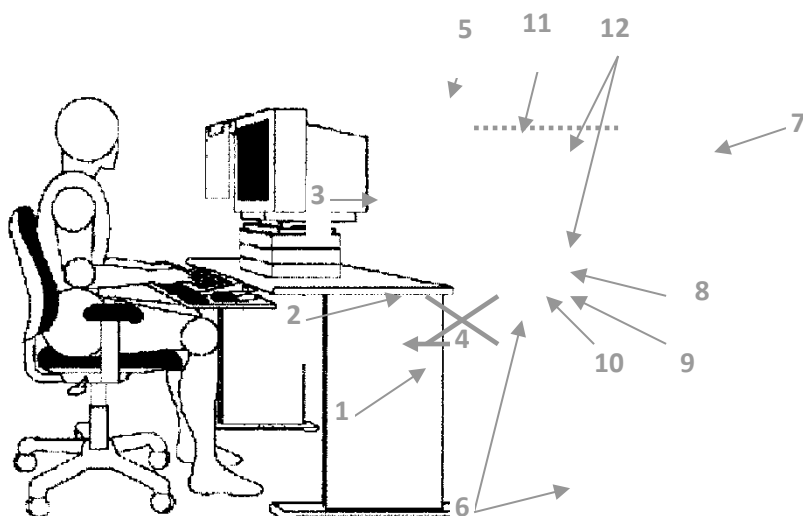
Computer Workstation Adjustment Worksheet

How to use this Worksheet:

With a hardcopy of this worksheet, sit at your computer workstation. Start at number 1 below and adjust yourself and your equipment as best you can within the constraints of your workstation. It may be helpful to work with a colleague so they can assist with difficult adjustments and look at your posture if necessary. If you are unable to make the desired adjustment, make a note in the "Comments" column. Once you have completed the whole worksheet, review the notes you have made in the comments column with your supervisor or manager. Together, prioritise the actions that should be taken and decide on a course of action.

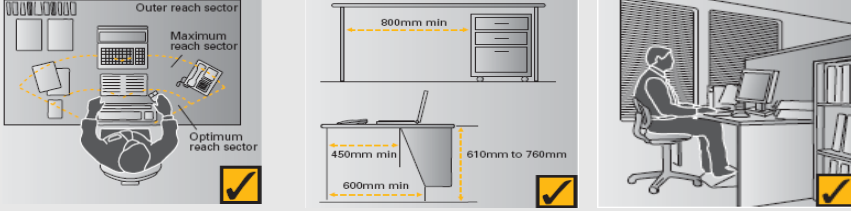
Steps to Adjusting your Computer Workstation	Reasons for Adjustment	Comments
1. SEAT: Adjust the tilt of your seat so it is parallel to the floor.	A tilted seat could cause pressure on the back of your leg and hinder blood flow, potentially resulting in a Deep Vein Thrombosis or blood clot.	
2. LUMBAR SUPPORT: Adjust the height of the backrest so the low back support (bulge) is in the small of your back. <i>Note: Ensure your bottom is right back in the seat and then sit up straight to adjust the lumbar support.</i>	Maintaining the curves in your spine, especially the low back, means that all the structures in your back (bones, muscles, discs, etc) are in their intended position, helping to prevent discomfort and injury.	
3. BACKREST TILT: Adjust the tilt of the backrest to promote comfortable, upright sitting. <i>Note: The backrest and the seat tilt should be able to be adjusted independently.</i>	Leaning back too far results in the neck bending forward, however staying upright puts the neck and the rest of the spine in a better position.	
4. ARMRESTS: Remove the armrests from your chair, or ensure they are back far enough to allow you to get close enough to your desk (your stomach should be right up against the desk). If you have armrests, they should be height adjustable.	Fixed armrests can prevent you from getting close enough to the desk, resulting in sitting on the edge of the chair, leaning forward or reaching to get close enough to the keyboard/mouse.	
5. SEAT HEIGHT: Adjust the height of your seat so that when you sit up straight: <ul style="list-style-type: none"> • your shoulders are relaxed, • your elbows are in line with the home keys on your keyboard and remain close to the side of your body, • your forearms are parallel to the ground or angled slightly downward. 	In this position, muscles in your fingers, forearms and shoulders will perform at their peak because they are at their strongest. Performing computing tasks in this position will decrease the likelihood of discomfort and injury. <i>Note: If your desk is height adjustable, adjust the height of your seat first, then adjust the desk height so the above is attained</i>	
6. FOOTREST and LEGROOM: Ensure your feet rest flat on the ground and your thighs are parallel to the ground. If this is not possible, you will need to get an appropriate footrest, adjusted to the correct height. Also ensure that you have enough room under your desk so your knees and feet are not hitting anything.	If your legs are dangling or cramped, this could cause pressure on the back of your leg and hinder blood flow, potentially resulting in a Deep Vein Thrombosis or blood clot.	

<p>7. Ensure your keyboard and monitor are located directly in front of you. Note: <i>When typing, centre body between the "G" and "H" keys.</i></p>	<p>This will prevent excessive, sustained neck and wrist positions which could result in discomfort and injury.</p>	
<p>8. KEYBOARD: Adjust your keyboard height adjustment pegs so they are flat (touch typists) and so that your wrists are straight. Note: <i>Hunt-and-peck typists (people who need to look at the keys to type) should have the pegs up, so they do not have to bend their neck as much.</i> Note: <i>If you are a touch typist, have small wrists, type for more than 4 hours a day and/or have wrist, forearm, elbow and/or shoulder pain, you may want to try an ergonomic (split) keyboard.</i></p>	<p>By keeping your wrists in a neutral position (extended middle finger is in line with forearm and slight backward bending of wrist) you give the muscles a greater mechanical advantage and decrease the risk of Carpal Tunnel Syndrome.</p>	
<p>9. MOUSE: Place your mouse next to and at the same height as your keyboard. Note: <i>Ideally, to minimise strain on your wrist, a cordless, infrared mouse should be used.</i></p>	<p>If you have your keyboard on a lower level than your mouse, your mousing shoulder will have to do more work in a poor position, placing it at greater risk of being injured.</p>	
<p>10. Ensure your wrists and forearms are not resting on hard surfaces or sharp edges. Note: <i>A gel support for keyboard and/or mouse is an easy, effective solution.</i></p>	<p>This can cause discomfort and hinder blood flow.</p>	
<p>11. MONITOR: Adjust your monitor so that:</p> <ul style="list-style-type: none"> • The top of the screen is at eye level or slightly below, • You can reach your arm straight out and your fingertips cannot touch the screen, • The screen is tilted to enable easy viewing and reduced glare. 	<p>If your screen is too low or too high, you will have to either flex or extend your neck which can stress the neck muscles. Having the screen at fingertip length helps decrease eye strain.</p>	

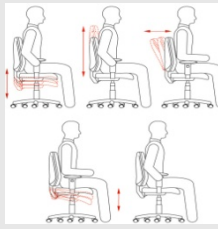


Home Office OHS Checklist

Under the Occupational Health and Safety Act 2004 an employer has a duty of care to provide a safe and healthy place of work for all employees. This also applies to staff that work from home as part of their employment agreement. The aim of this document is to use a risk management approach in order to reduce the risk of injuries and illness associated with work so far as is reasonably practicable. Managing health and safety in the home office requires a process of hazard identification, risk assessment, risk control and evaluation of control measures. Below is a checklist that will provide guidance on how to identify and control the hazards, and should be completed prior to any agreement struck. Before completing this checklist, the staff member must also complete the [Computer Workstation Adjustment Worksheet](#) and review it with their manager.

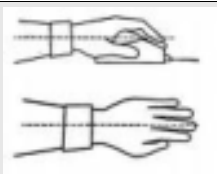
1. Medical		Comments
1a. Do you have a pre-existing injury that may be aggravated by performing tasks at the home office?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
1b. Have you seen a health professional about this issue?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
1c. Do you have any recommendations from the Health Professional?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
1d. Have you ever had an ergonomic workstation assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>If you have answered YES to any of the above questions or have any recommendations from a health professional, please contact the OHS Team prior to proceeding.</p>		
2. Designate Home Office		
2a. You must provide a sketched plan of your home with the home office area clearly designated. (This area will be deemed your "workplace")	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2b. Are you aware that you are responsible for all costs relating to the assessment, set-up and reasonable modifications of your home-based workplace to ensure that it meets acceptable OHS standards?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Workstation	 <p>The diagram illustrates ergonomic workstation requirements. On the left, a top-down view shows 'Outer reach sector', 'Maximum reach sector', and 'Optimum reach sector' around a workstation. On the right, a side view shows a desk with a minimum height of 800mm, a minimum depth of 450mm, and a height range of 610mm to 760mm. A third illustration shows a person sitting at a workstation with a checkmark, indicating a correct setup.</p>	
3a. Is the workstation size adequate for the tasks to be performed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3b. Is there adequate leg space to allow free leg movement under the workstation? (at least 600mm deep from front of desk)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3c. Is the work surface a single continuous surface? (Drop-down keyboards are not recommended)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

4. Chair



4a.	Is your chair fully adjustable? (height and tilt of seat and backrest)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4b.	Are you familiar with the chair adjustments?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4c.	Does the chair have a 5 star base?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4d.	Is there adequate lumbar support?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4e.	Is the padding adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

5. Mouse



Mouse as close to the keyboard as possible to minimise stretching

5a.	Is the mouse as close as possible to the keyboard to avoid stretching?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5b.	Is the mouse on the same height surface as the keyboard?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5c.	Is there adequate space for mousing?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

6. Other Equipment



Inline document holder to reduce twisting to view documents

6a.	Is a printer required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6b.	Is a document holder required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6c.	Does the document holder support the documents adequately? (Inline (between monitor and keyboard) document holder recommended)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6d.	Is the phone situated on your dominant ear side? (the ear you naturally put the phone to)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6e.	Do you have frequent or prolonged phone calls?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6f.	Is a headset preferred?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6g.	Is there adequate storage space?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6h.	Are frequently used items stored between knee & shoulder height?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

7. Other considerations

7a.	Is there adequate lighting for the tasks being performed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7b.	Can glare be controlled by window coverings?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7c.	Is the floor space free from tripping hazards?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7d.	Is the PC protected by a circuit breaker?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7e.	Are there adequate power outlets to run the PC and other equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7f.	Has all electrical equipment in the home office been inspected and/or tested and tagged in accordance with VU's OHS Inspection, Testing & Tagging of Electrical Equipment Policy ?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7g.	Have you notified your home insurance company of the home-based work arrangement and provided their name and address?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. Emergency Preparedness			
8a.	Is there a functioning smoke detector in the house?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8b.	Do you have an emergency plan in case of fire or other threat?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8c.	Have you provided a sketch of your emergency evacuation plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8d.	Are there appropriate and in date first aid supplies available?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Computer Workstation Adjustment Worksheet completed and attached		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Photograph of home workstation provided		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>By signing below, I acknowledge that I have done everything reasonably practicable to ensure a safe and healthy home office.</i>			
Staff member's signature:		Date:	
<i>By signing below I, the manager, have ensured that the applicant has done everything reasonably practicable to ensure a safe and healthy home office.</i>			
Manager's signature:		Date:	

