



Complete the checklist by ticking Yes or No:

1. Desk and Chair

Yes No

Chair has a 5-star base/footing for stability

Seat adjustable for height and tilt

Desk is height adjustable

- If **YES**, feet should be flat on the floor and the desk adjusted so your elbows are positioned just above desk surface
- If **NO**, adjust your chair height so that your elbows are positioned just above desk surface for keying tasks. Use a foot rest if feet are now not flat on the floor

Gap between the seat and the back of your knees is approx. 50mm

Chair backrest adjustable for height and tilt.

(A safe and effective back rest angle is **90°-120°**)

Chair arm rests do not impede you sitting in close to the desk.

(Overall, arm rests are not recommended as they may encourage slumping).

2. Keyboard and Mouse

Yes No

Keyboard is positioned directly in front of you
 Wrists maintained in a neutral position with elbows by your side at **90°-100°**
 Keyboard legs down (flat position)
 Keyboard is positioned 60 - 80mm from the edge of desk
 Mouse positioned directly next to keyboard
 Inline document holder is placed between the keyboard and screen when referring to hard copy documents.

3. Screens

Single screen

Screen positioned directly in front of you, approx. one arm's length away
 Top of screen is at eye level when looking straight ahead.
 If not, a **riser** may be required
 Minimal reflection on screen. If there is glare, try tilting the screen slightly downwards

Dual screens

If using **ONE** primary screen – refer to single screen set up and set your secondary screen adjacent to the primary screen. You may wish to angle it slightly towards you to improve the view.
 If using **BOTH** screens equally – refer to single screen set up and sit directly in the middle of both screens.

4. Writing

Sufficient space is available for writing directly in front of you (you may need to move your keyboard).

Tip: Lower the height of your chair for comfort and to maintain an upright posture; and/or utilise a **writing/reading slope** during extended periods of writing or reading.

5. Telephone Use

Phone is within easy reach, preferably on the side opposite to the mouse.

Tip: If phone is used for an extended period of time, a **hands-free headset** is recommended.

6. Laptops

Laptop is raised so that top of screen is at eye level.
 If not, use a **laptop riser** or separate monitor.
 External keyboard and mouse utilised if laptop is used for >30mins at a time.

If you respond with a NO to any of the above or are experiencing any discomfort or require additional equipment, discuss with your supervisor.

Report any symptoms of discomfort or pain and record using [RiskWare](#).

- a) Select "Yes" to the question "Did an injury/illness occur?"
- b) A member of Injury Management Services will then be in contact with you.

Faculty/School/Unit			
Name		Supervisor Name	
Signature		Supervisor Signature	
Date		Date	