

Workstation Ergonomics Checklist

Work efficiently and safely at your workstation. Use this checklist and refer to other resources, including the ACU [ergonomic presentation](#), to guide you to apply ergonomic principles.

Place a tick ✓ in the **Yes** or **No** columns as you work through this checklist.

1. Workstation/Desk	Yes	No
Is the depth and size of the desk sufficient to enable you to organise your workspace without excessively twisting, reaching or awkwardly positioning your upper body?		
Is there adequate leg space available to support you to correctly position your chair and freely move your legs?		
Does your desk height enable you to adjust your chair to achieve a comfortable working posture?		
Have you adjusted your chair height so that your feet are either flat on the floor or placed on a footrest?		
Is your workspace set up so that you can keep your arms close to your body and work in a relaxed, neutral posture during keyboard/mouse use?		
Are regularly used items within easy reach? Are less frequently used items further away from you?		
2. Chair and Posture		
<p>Do you have an ergonomic, fully adjustable chair?</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid gray; padding: 5px; margin-right: 20px;"> <p>The backrest should support you to hold your posture.</p> </div>  </div>		
Please answer the following questions about your chair	Yes	No
Does the chair have a 5 star base?		
Does it provide you with adequate lumbar support?		
Is the padding adequate?		
Do your armrests support you to relax your shoulders and arms (without elevating them)?		
Are you able to adjust your chair backrest height so that your lower back is supported by the curved part of the backrest? Is your backrest at a 90° angle to the hip/thigh junction?		
When your seat height is adjusted correctly for elbow height (the underside of your elbow is approximately at the height of your desk top) are your feet fully supported on the floor or on a footrest, and are your thighs parallel to the floor?		
Have you positioned your seat so that the seat pan is aligned, or slightly higher, than the back of your knees?		
Are you able to sit comfortably in your chair without feeling pressure from the chair seat on either the back of your thighs or behind your knees?		
3. Computer, Screen and Keyboard	Yes	No
Is the screen at a reading distance to enable you to sit close to the desk edge in an upright posture? Is the monitor approximately at an arms' length away from you?		
Is the computer screen placed directly in front of you with reference documents placed close to the screen (either beside it or between the keyboard and screen)?		

3. Computer, Screen and Keyboard Continued...	Yes	No
If you wear bifocal /multifocal lenses, is your monitor(s) positioned so that you avoid any elevation or awkward postures of the neck/shoulder? (Note: wearers of these corrective lenses should generally position their screens at a lower level to avoid placing pressure on their upper body)		
If you are using 2 or more monitors: are these monitors positioned so that you don't have to excessively twist your head/neck/body? If both monitors are used equally: position the monitors close together and at the same height?		
Have you placed your keyboard in front of you so that your fingers reach the middle row of the keyboard?		
Are you avoiding winging your wrists/arms, while using your keyboard or mouse?		
Are you able to adjust your computer monitor (in relation to lights/windows; brightness/contrast settings) to ensure sharp, clear and glare free viewing)?		
Are you tilting your chin upwards to view your monitor or are you bending your head and upper body forward to view the screen? If Yes , alter the height of the monitor (5-7.5 cm above seated eye height) and ensure that monitor is approximately an arms' distance away from you.		
4. Mouse	Yes	No
Is the mouse at the same height as your keyboard?		
Do you change the position of your mouse, throughout the day, so that you are use different hands to use this equipment?		
5. Other Equipment	Yes	No
If you regularly view hard copy documents during computer work, do you have a document holder that enables you to work without having to bend or twist your neck/head excessively to view them?		
If you use your telephone frequently or for extended periods while using your computer, do you have a hands free function or telephone headset?		
6. Sit/Stand Workstation	Yes	No
Do you adjust the height of the desk, for both sitting and standing settings, to avoid awkward postures of the body?		
Do you slightly adjust the monitor height, for standing, so that you are visibly comfortable while maintaining the correct posture (arms close to body, avoiding twisting the body etc.)?		
If your workstation needs to be adjusted manually, do you ensure that your workstation is not heavily loaded with items when the desk is moved up or down?		
Are you making the most of your sit/stand workstation by regularly moving and burning energy?		
7. Generating Energy and Taking Rest Breaks	Yes	No
Do you give your eyes and body regular, short rest breaks from your screen and sitting? Are you using these rest breaks to perform stretching exercises?		
Are you burning energy during the day, to counter the effects of spending a significant amount of time at your workstation?		
8. Environment	Yes	No
Is the room temperature comfortable?		
Is there minimal distracting or disruptive noises to facilitate working conditions?		
Are you able to change your work activities during the day to minimise static postures and to use different muscles?		
Actions to be Taken to Improve Your Workstation:		

If you are planning to submit a request for an ergonomic assessment of your workstation (paid for by your organisational unit), please complete this checklist prior to ordering this service. These ergonomic assessments are often required when staff members have sustained an injury or are experiencing fatigue at their workstation. To request an ergonomic assessment, contact Human Resource's WHS staff (via [Service Central](#)) for a referral.