

## Office Ergonomics Hazard Checklist

**Rating**

**S = Satisfactory**

**N= Non satisfactory**

**N/A = Not applicable**

Area / Issue	Rating	Comment / recommendation
<b>Desk</b>		
General layout (clutter etc)		
Height (680mm – 720mm)		
Adequate room for computer screen		
Phone position (close for frequent users)		
<b>Chair</b>		
Adjustable (min = height + backrest)		
Height (elbows at least as high as wrists in normal position)		
Smooth rolling – stable base		
Backrest supporting low back		
Worker feels comfortable		
<b>Screen</b>		
Height (top level with users eyes)*		
Distance (easy to see, no need to lean in)		
Directly in front of user**		
<b>Keyboard / Mouse</b>		
Wrists in neutral (straight) position when in use.		
Wrists no higher than elbows		
Keyboard and mouse at same level		
Mouse as close to midline as possible		
<b>Additional Equipment</b>		
Does the worker have all the equipment required for the task		
<b>Work Organisation</b>		
Takes regular breaks away from the workstation (at least every 45 mins)		
Performs micro-pauses (5 sec break every few minutes).		
Alternates non-workstation and workstation where possible		

\*Uses with bifocal or multifocal lenses may require a lower screen height

\*\* 2 screen users may have varied placement dependent on relative use of screens.