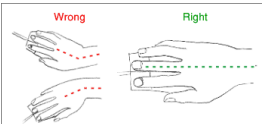


This checklist is designed to help you assess your computer workstation setup, undertake some simple adjustments to maximise your comfort and identify any further requirements. Just work through the checklist and note any items that need follow up in the comments section. You can then find any of the additional items you might need at your local stationery store.

1 CHAIR	YES	NO	NA	COMMENTS
1.1 I have a comfortable, well-fitting, adjustable chair in good condition				
1.2 I'm familiar with all the adjustment mechanisms				
1.3 I can sit right back in the chair so the back rest fits neatly into the curve of my lower back and there is 1-3 fingers width clearance between the front edge of the seat and the back of my knees to provide maximum support				
1.4 When seated at the desk with my hands resting gently on the keyboard I can achieve the following posture: <ul style="list-style-type: none"> • Shoulders relaxed and symmetrical, head in midline • Elbows in vertical alignment with shoulder, resting close to the body - approximately a tennis ball sized gap between waist and elbow • Elbows slightly higher than wrists, and wrists straight • Hips and knees at the same level • Thighs not making contact with under-surface of desk • Feet flat on the floor or footrest (not dangling) <p><i>Note: If standing to work I can achieve the first 4 bullet points above. (See Fig.1 for incorrect and correct seating posture)</i></p>				
1.5 My chair has no arms (they generally interfere with access to the workstation)				
2 DESK	YES	NO	NA	COMMENTS
2.1 The (seated) desk is between 680mm and 735mm high and a minimum of 800mm deep				
2.2 If using a sit/stand desk it is adjustable without effort and has a height range to comfortably accommodate my sitting and standing height				
2.3 I have sufficient leg room and there are no fixed or stored items under the desk that encroach into my leg space or compromise my posture				
2.4 My desktop accommodates all desktop items without compromising my posture (see Fig.2)				
3 MONITOR	YES	NO	NA	COMMENTS
3.1 The monitor is directly in front of me approximately an arm's reach away				
3.2 The top of the monitor is approximately the same height as my eyes. If wearing multi focal lenses it is lower and tilted up to avoid tilting the head backwards				
3.3 The screen brightness, contrast and font size are adjusted to my visual comfort				
3.4 The screen is free from glare or reflections from light sources				
3.5 I scroll my work up to the top half of the screen to reduce bending my neck				
3.6 In the event of using a laptop for prolonged periods of time, I use a laptop stand and an external keyboard and mouse to optimise my posture				
3.7 If using two monitors, they are positioned for primary and secondary use or for equal use and at the same height and distance. I swivel on my chair (rather than repeatedly twisting my neck) to visually navigate between them (see Fig.3 and Fig.4)				
4 KEYBOARD	YES	NO	NA	COMMENTS
4.1 The keyboard is positioned directly in front of me and at a distance from the edge of the desk that feels comfortable and supportive for my arms / shoulders				
4.2 My wrists are slightly extended (10-20 degrees) while typing and not resting on the desk creating a sharp angle at the wrist joint. If resting on the desktop a keyboard wrist pad no higher than the keyboard may be trialed				
4.3 I keep my fingers slightly bent and strike the keyboard softly when typing				
4.4 I take brief pauses (every few minutes) from continuous typing				
4.5 I use short cut keys where possible to reduce mouse usage				

5	MOUSE	YES	NO	NA	COMMENTS
5.1	My mouse comfortably fits my hand so that the padded sections of the palm connect with the desk top				
5.2	My mouse operates smoothly over the desk surface or flat mouse pad				
5.3	My mouse is responsive and operates at a speed that suits the tasks I perform				
5.4	My mouse posture involves: <ul style="list-style-type: none"> • Shoulders relaxed • Elbows close to side of body • Forearms lightly supported on desk top • Wrists still (not moving from side to side) • Middle finger maintained in straight line with forearm • Circular, smooth, whole arm movements 				
5.5	I take brief pauses (every few minutes) when performing prolonged periods of mouse work				
6	DESKTOP ITEMS	YES	NO	NA	COMMENTS
6.1	I use a document holder when required				
6.2	The document holder is positioned between the monitor and the keyboard				
6.3	I use a headset, or I place my mobile on speaker, for prolonged or frequent phone conversations				
6.4	All frequently used desktop items are within my primary work zone (see Fig.2)				
7	ENVIRONMENT / WORK HABITS	YES	NO	NA	COMMENTS
7.1	Noise levels at my workstation are conducive to concentration				
7.2	The lighting at my workstation is adequate and comfortable for the tasks I do, and does not influence my posture eg: peering, twisting, squinting				
7.3	I feel comfortable with the room temperature and air flow				
7.4	There are no trip hazards around my desk eg: cables, mats, stored items				
7.5	I break from computer based work every 30 minutes for 1-2 minutes to stretch, move and stimulate blood flow to static working muscles				

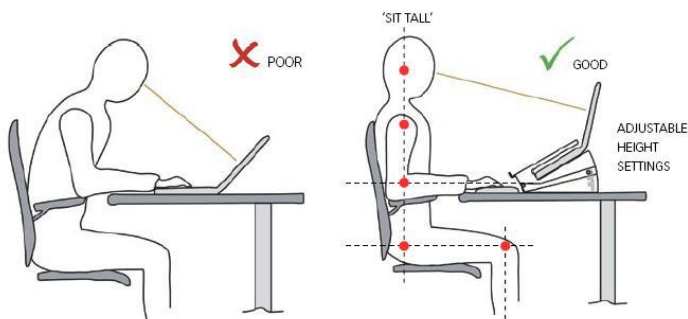


Figure 1: Posture illustration

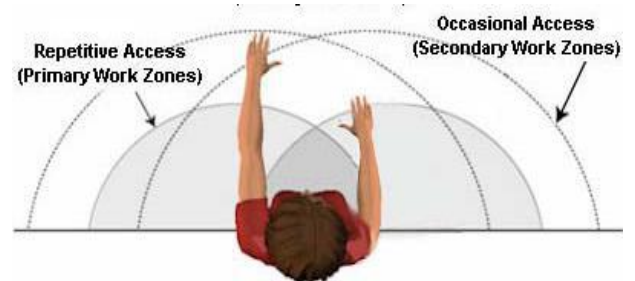


Figure 2: Work Zones



Figure 3: Your primary screen is directly in front of you an arm's length away. Secondary screen is placed at the same height to the side (left or right).



Figure 4: Equal use screens are set with both screens as close as possible in front of you so that their inner edges are touching and are exactly in front of your nose. Angle the screens so that they are slightly concave, creating a semi-circle around you.