

Home Office Ergonomics



In collaboration with our sister company IPAR, whom are experts in Ergonomics, we have created this quick and simple workstation checklist, to support you and your team members in ensuring your workstation is ergonomic and safe.

The Right Chair

- Have you located a comfortable adjustable chair? If an adjustable chair is not available, please utilise a basic table chair and ensure you use frequent postural breaks
- Do you have some form of lumbar support in the small of your lower back?
 - Fixed lumbar support
 - Small cushion/pillow
 - Rolled up towel
- Is the seat pan tilt horizontal? If not, please utilise a basic dining chair and ensure you use frequent postural breaks. i.e. stand or walk for 1–2 minutes every 30 minutes
- Have you adjusted your back rest to be upright or in a slightly reclined position?
- Do you have space between the edge of the chair and back of your legs?

Consider your work environment

Lighting

- Is the lighting appropriate for the tasks being performed?
- Have you adjusted your overhead lighting or window shades to reduce glare/reflection?
- Have you adjusted the brightness and contrast on your screen to a comfortable level?

Desk/Work Area

- Have you designated an appropriate workstation?
- Is your workstation free of clutter?
- Is the floorspace free of trip hazards (cables, toys etc.)
- Are frequently used items stored within your primary reach zone
- Is there adequate leg room underneath your workstation for access
- Is your chair high enough so that your elbows are slightly above the height of your desk?

Do I Need a Footrest?

- Are your feet resting firmly on the ground with a hip angle of 90° - 105°? If not, you may need a footrest.

Monitor

- Is your laptop positioned on a laptop stand?
- If a separate monitor is not available for laptop use, have you raised the screen of your laptop to eye level and located a separate keyboard and mouse
- Are you able to use a separate monitor?
- Is the top third of the laptop/monitor screen at eye level?
- Is your laptop/monitor approximately an arms' length away from you whilst seated or at a distance that is visually comfortable for you?

Noise

- Are you working in a designated room to reduce noise?
- Have you reduced or eliminated distracting and disruptive noises from your work area?

- Is your screen free of glare/reflection?
- Are you utilising more than one monitor? If so please refer to below

Dual Monitors – Equal viewing time

- Are the monitors central to you and offset to either side?



Dual Monitors – Unequal viewing time

- Is the less used monitor offset to one side?
- Are the dual monitors at the same height and distance from you?



Equipment position

- If you are utilising a mouse, is it positioned close to you with your hands and wrists in a neutral position, shoulders relaxed and elbows by your side?
- If you are a proficient typist are the legs on the under-surface of the keyboard lowered?
- If you are using a keyboard, is it positioned close to the edge of the desk, with your elbows/shoulders in a neutral position?
- If you are making constant telephone calls throughout the day, are you using headphones or a headset?
- Are you regularly entering data from documents into the computer? If so, you may need a height adjustable document holder, for placement between the keyboard and monitor.

Temperature

- Is the work environment climate controlled and comfortable?
 - Heating and cooling as required?

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