



## Computer and Office/ Desk Based Work Checklist



This checklist will allow you to correctly set up your computer office workstation tailored to you.

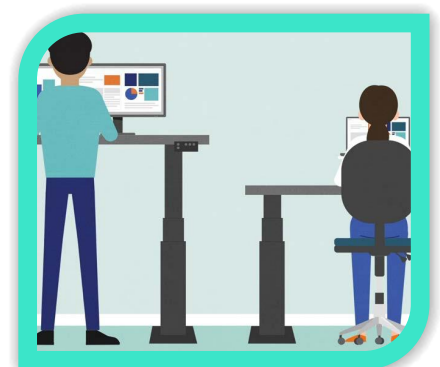
If there are any issues regarding the safety, working condition or comfortability of your workstation equipment, please talk to your supervisor or manager

### Setting up your workstation

- The seat must be set so that your elbows sit relaxed at the same height as the desk
- The seat should be wide and deep enough to support your hips and legs
- A minimum 2 finger width distance should be between the front of your seat and the back of your knee.
- Adjust the backrest angle to support your lower back or use a support to assist with allowing support of the natural curve of your spine
- The backrest should support from your lower back to behind you shoulder blades
- Your seat should be stable and not roll or move easily on the floor
- Adjust or take away the arm rests if they prevent you from sitting close enough to your desk
- Rest your feet flat comfortably or on a footrest on the floor

### Desk set up

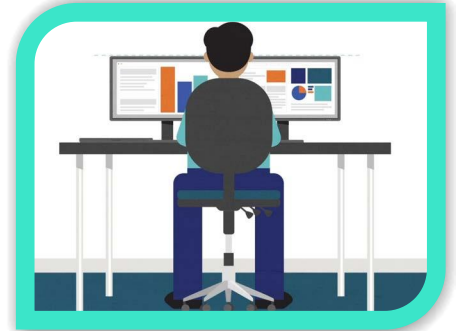
- Your desk should be flat surface and positioned at elbow height with relaxed forearms resting on the desk
- The desk should be large enough to place the monitor far enough away for visual comfort and arm length
- There is enough desk space for all required work equipment and have phones (if used) with comfortable arms reach.
- There should be adequate leg room underneath the desk to easily move in and out of you chair





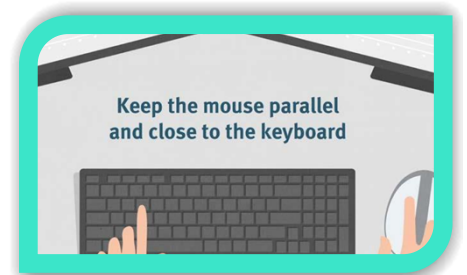
## Monitor or Laptop Set up

- Ensure that the top of the monitor casing is 5-8 cm above eye level
- Sit at arm's length from the monitor
- Make sure that there is no glare on the screen, use an optical glass anti-glare filter where needed. Adjust brightness, contrast, and font sizing for comfort
- Ensure office lighting is ample and does not cause visual discomfort
- Centre the monitor and keyboard in front of you.



## Keyboard and Mouse Set up

- Mouse and Keyboard positioned parallel to each other
- Keyboard positioned symmetrically in front of you
- 10-20cm space between the keyboard and the edge of the desk
- Mouse fits comfortably in hand and moves freely on desk with no obstruction



## Workload, Activities and Risks

- Have your workload, timeframes around desk work and expectations been discussed with your supervisor or manager
- Breaks and changes of position have been
- You are made aware of the potential physical risks involved with desk-based work (injuries, pain

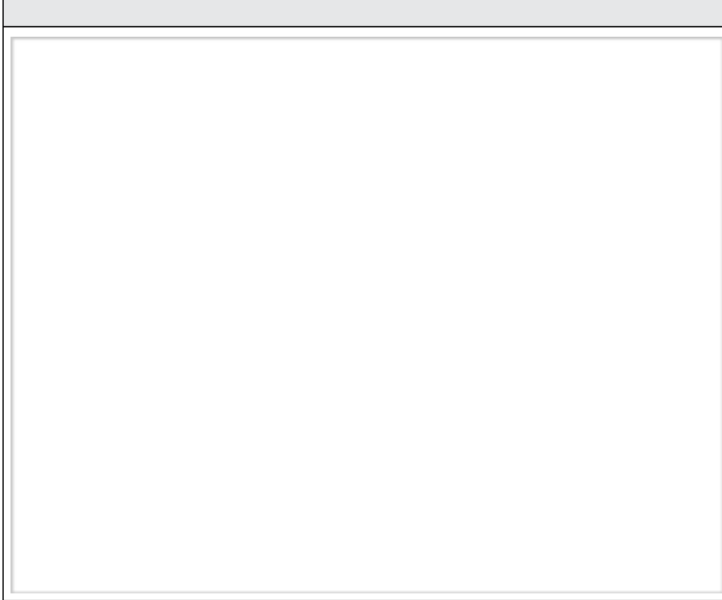
## Other considerations

If any other health, safety, and wellbeing issues are noted, please describe below;

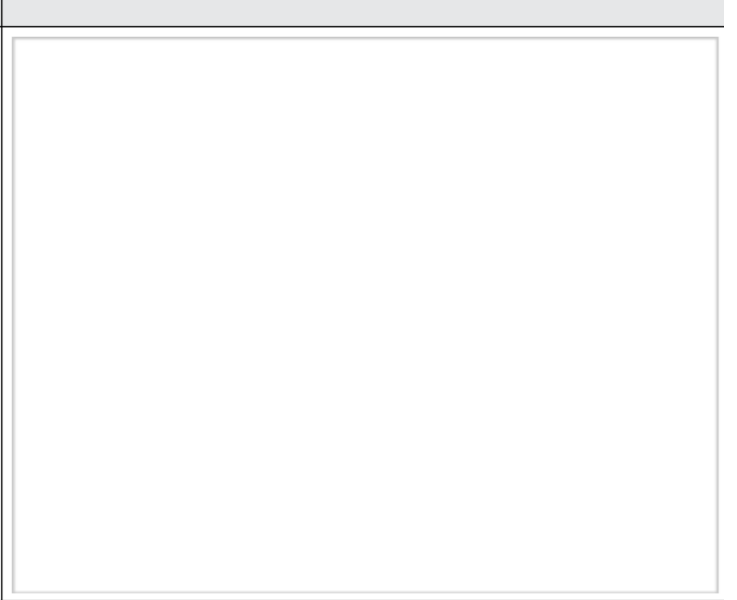


Desk photos (optional)  
(back and side view seated or standing)

Seated  
Back



Standing  
Back



Side



Side





## Suggested Changes (If required)

Staff Name. \_\_\_\_\_ Staff Signature. \_\_\_\_\_

Manager Name. \_\_\_\_\_ Manager Name. \_\_\_\_\_

Date. \_\_\_\_\_