



KEYBOARD WORKSTATION ASSESSMENT INSPECTION CHECKLIST

This checklist is to be used in conjunction with the Environment Health and Safety Manual Section 8.3 Manual Handling and Ergonomics

User: _____ Inspected by: _____
Department: _____ Signature: _____
Area: _____ Date: _____

1. GENERAL LAYOUT

- 1.1 Is there at least 4 square metres of free floor space in the users' area Y / N / NA
1.2 Is there adequate desk space provided for the user, and the task Y / N / NA
** In open plan offices free floor space should be worked out including aisle and passageways in the direct area only*

2. COMPUTER PLACEMENT

- 2.1 Is the computer monitor away from direct outside light behind the screen Y / N / NA
2.2 Is the computer monitor at least 1 arms length away from the user Y / N / NA
2.3 Is the top menu bar of the screen at the eye level of the user Y / N / NA
2.4 Is the monitor free from glare and reflections from lights etc Y / N / NA
2.5 Is the contrast and colour of the monitor adjusted to be easy to read Y / N / NA
** If the monitor is too high or low, it should be adjusted using a height adjustable monitor stand. The angle can also be adjusted to reduce reflections*

3. KEYBOARD AND MOUSE

- 3.1 Is the keyboard at a comfortable tilt angle, or flattened for touch typing Y / N / NA
3.2 Is the mouse right beside the keyboard, and at the same level Y / N / NA
3.3 Does the mouse glide easily across the mouse pad Y / N / NA
** Computer mice should be discarded when the trackball doesn't glide. They can be replaced with optical mice which have no trackball*

4. WORKSTATION CHAIR

- 4.1 The height of the chair can be adjusted Y / N / NA
4.2 Thighs are parallel to the floor and supported by a footrest where required Y / N / NA
4.3 The lumbar support of the backrest is at the lumbar height of the user Y / N / NA
4.4 The backrest is at a comfortable angle to provide support to the user Y / N / NA
4.5 If the seat tilt is adjustable, has it been comfortably adjusted for the user Y / N / NA
** If the chair is too large or small, a chair that fits the person should be used. Chairs should be trialed by the user before they are purchased*

5. WORKSTATION DESK

- 5.1 Is the desk height adjustable, and is at the correct height for the user Y / N / NA
5.2 Or is the desk between 690 – 720 mm for average users Y / N / NA
** Ideally the desk should be adjusted so that the user has both feet on the floor, and can use the keyboard with the forearms at right angles*

6. WORKSTATION ELEMENTS

- 6.1 Document Holders are used when transcribing from hard copy to computer Y / N / NA
6.2 The telephone is in an easy to reach position, and on the correct side Y / N / NA
6.3 If the user does a great deal of telephone work, is a headset provided Y / N / NA
** Telephones should be moved to either the left or right hand side, depending on which hand picks up the phone. If the cord is too short, use a longer cord*

7. WORKSTATION ENVIRONMENT

- 7.1 User is able to set their own time priorities for tasks Y / N / NA
7.2 User is taking breaks for 5 minutes every 25 minutes when computing Y / N / NA
7.1 Noise levels are acceptable, below legislative limits of 85dB(A) Y / N / NA
7.2 Lighting is adequate, and where required task lighting has been provided Y / N / NA
** If noise and lighting are issues, they should be discussed with the area*



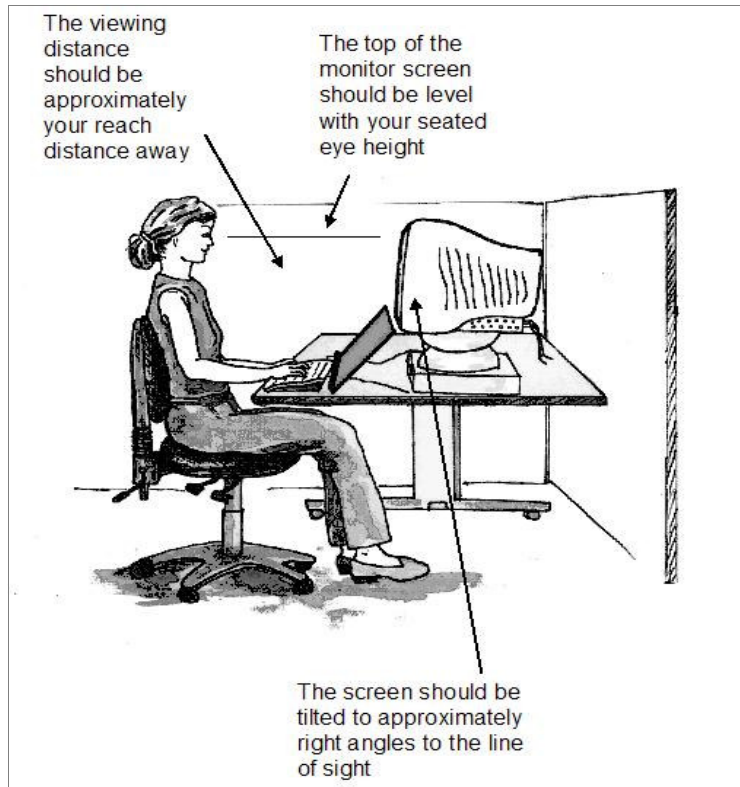
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supervisor. Desk lights are a good way to provide extra light in a dull area.



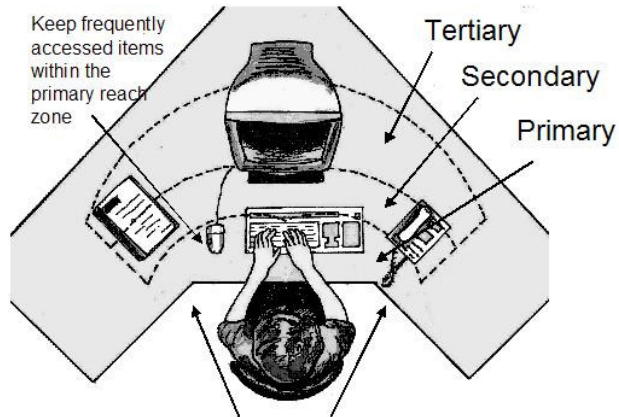


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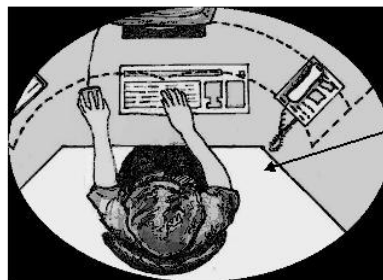
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Try to balance the tasks between your left and right sides



Don't cradle the phone between your shoulder and your ear