**attachment 98**

Quick Workstation Checklist

Employee name: …………………………………….. Managers name: …………………………………………….

Location: ……………………………………………………………………………. Date: ……………………………..

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| Chair adjusted to optimise posture. Shoulders relaxed, elbows bent to 90 degrees to desk surface. Consider position of armrests.  | 🞏 |
| Backrest adjusted to support lower back (use of lumbar support).  | 🞏 |
| Desk height adjusted to optimise posture, i.e. adequate leg clearance, knees bent to 90 degrees and hips bent at 90 degrees and feet flat on floor. | 🞏 |
| Feet supported, i.e. feet flat on floor or consider footrest, knees bent to 90 degrees and hips bent at 90 degrees.  | 🞏 |
| Shoulders relaxed when key boarding, wrists in neutral position | 🞏 |
| Removal of desk clutter, set up desk to allow position for computing and position for writing/reading | 🞏 |
| Desk organised with most often used items within easy reach, e.g. folders, files, phone | 🞏 |
| Eyes level with top third of computer/laptop screen | 🞏 |
| Distance between eyes and computer/laptop screen appropriate, i.e. monitor positioned arms length away from body | 🞏 |
| Mouse can be used without stretching/overreaching, i.e. positioned close beside the keyboard | 🞏 |
| If reading from documents and/or writing for prolonged periods, raised surface used to avoid prolonged neck flexion, i.e. document stand, ringed binder to raise surface | 🞏 |

Areas of concern:

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Recommendations/alterations:

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