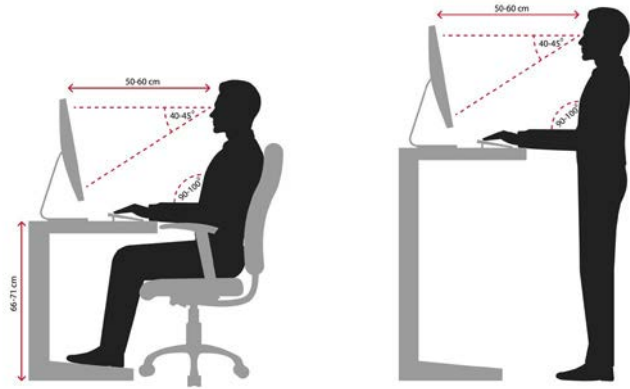


Workstation setup checklist

Purpose: This self-assessment checklist is to assist with the ergonomic set-up of a workstation. Remember, after commencing work, rotating posture every 30-60 minutes is recommended.

Workstation Set-Up

- Monitor
- Keyboard
- Mouse
- Ergonomic Chair
- Suitable Desk (fixed or sit/stand)
- Monitor Stand (if required)
- Footrest (if required)
- Laptop Stand (if required)



Workspace

- There is adequate lighting.
- Trip hazards such as cabling or household items have been removed.
- Items stored under the desk have been removed.
- There is room on the desktop to accommodate all necessary items.
- Frequently used items are within a comfortable reach.

Seat Adjustment

- Chair arms have been removed or adjusted so they clear the desk.
- The height of the chair has been adjusted so your elbows fit just above the desk when bent at approximately 90 degrees.
- Feet are flat on the floor or on a footrest to ensure feet are not dangling.
- Back support is adjusted to fit in the hollow of your lower back.

Monitor Adjustment

- The monitor is positioned directly in front of you.
- The monitor is approximately an arms distance away.
- Your eyeline is in the top third of the screen.

If using multiple monitors:

- They are positioned at the same height.
- The amount of time you use each monitor has been determined and adjusted accordingly:
 - If used an equal amount of time, set the monitors next to each other and angle them slightly inward in a 'V' shape.
 - If one is the primary monitor, position this monitor directly in front and the secondary monitor to one side, on about a 30-degree angle to the primary monitor.

Keyboard Adjustment

- The keyboard is positioned directly in front of you.
- Your hands are resting comfortably on your keyboard.
- The keyboard feet are lowered.
- Wrists are in a neutral position when typing.

Mouse Adjustment

- The mouse is positioned close to the keyboard.
- Shoulders are relaxed.
- Elbows are close to the side of the body.

Laptop

- A laptop stand is positioned so the screen is at eye height.
- An external keyboard and mouse are used.

Standing Workstation

- Your feet are shoulder width apart.
- Your bodyweight is evenly distributed between both feet.

Other Considerations

- Headset or headphones available if prolonged use of a phone is required.

Following this self-assessment, if additional equipment or modifications are required, please contact your Manager.

This information was sourced and adapted from a variety of resources from industry associations and safety regulators. The content has been developed for general guidance and information purposes only. While reasonable care is taken to keep the content updated, icare makes no warranties of any kind about its accuracy, currency or suitability for any particular purpose. icare will not be liable for loss or damage that results from the use of this content.