



## Empowering Individuals to Live a Quality Life

### WH&S Home Safety Check List

Employee Name:		
Completed by:	Name & signature:	Date:
HR	Name & signature:	Date:
Supervisor	Name & signature:	Date:
Corrective Actions Required / Additional Comments / Other Considerations		

	Yes	No	Follow up required / Issues Noted
<b>WORK ENVIRONMENT/HAZARDS TO BE ASSESSED AND CONTROLLED</b>			
Sufficient floor space At least 2.3 square meters of free floor space in the users area is recommended			
Lighting Lighting levels adequate for tasks, absence of glare			
Noise levels acceptable Absence of distracting noise, workstation separated from any loud equipment or appliances, noise levels minimised as much as possible			
Adequate ventilation and comfortable thermal environment Temperature, humidity			
Electrical safety • Safety switch installed and/or RCD protection • Electrical equipment in good condition; No frayed cords • No double adaptors or piggyback extension leads; Individual switches on power boards			
Adequate electrical equipment ventilation Floors / Slips / Trips • Floor surface appropriate, non-slip o Slow rolling castors for seating on tiled, timber or vinyl floor surfaces Ensure rugs and cables don't pose a tripping hazard			



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	Yes	No	Follow up required / Issues Noted
<b>Storage</b> <ul style="list-style-type: none"><li>• Ensure storage shelves or filing cabinets are not overloaded, and/or anchored when necessary Store heaviest items on low shelves or drawers</li></ul>			
<b>Emergency</b> <ul style="list-style-type: none"><li>• Emergency phone numbers located near phone</li><li>• Suitable first aid supplies Fire protection equipment / Smoke alarm installed Adequate rest breaks and postural variation every 30 minutes Change posture regularly by stretching, standing, walking and gently mobilising your body</li></ul>			
<b>Children</b> <ul style="list-style-type: none"><li>• Childcare tasks (such as feeding, nappy changing) should not be performed in the designated workplace area. Wherever possible children should be located in an area beyond the immediate workplace.</li></ul>			
<b>Control potential risks such as heavy objects falling from the desk top (e.g. a child pulling a computer screen downward), sharps (scissors, staplers), electrical hazards (power points, metal objects, water).</b>			



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### Workstation Ergonomics

Ergonomics is the process of designing or arranging workplaces, products and systems so that they fit the people who use them.

### Workstation

See diagrams below for additional information on recommended workstation set up.

	Yes	No	Follow up required / Issues Noted
<b>CHAIR</b>			
Feet are flat on the floor or footrest, hips/knees 90° - 110°			
If using a footrest is it set up appropriately?			
Seat depth is appropriate with no more than 80mm (approx) of thigh unsupported, edge not pressing into back of knee			
Lumbar support fits into the small of the back			
Can the employee independently adjust the chair to meet their needs?			

<b>WORKSTATION</b>			
Desk height adjusted so that the elbows are resting near sides and at 90 – 100° angle			
Keyboard is set up to ensure wrists are maintained in a neutral position (e.g. Stilts are down on the keyboard)			
The mouse is in easy reach and good working order.			



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The telephone or headset pick-up is within easy reach on the desk			
Does the person have a headset if they need it for their work?			
Is a document holder recommended?			
If so, is a document holder provided and instructions given on how to use it safely?			
Other frequently used items are positioned to avoid seated twisting/ bending/ extended reach to access them?			
Can the employee independently adjust the desk to the right height? This includes sit/stand models			

### COMPUTER MONITORS

The screen /monitor is in the correct position (e.g. single monitor central to the seated keying position)			
If dual monitors are used are they set up: - Directly next to each other? - One off centre if use a "main screen" - Centre them both if use both screen equally			
The monitor/s is/are a comfortable reading distance? Approximately at arm's reach / comfortable for user			
The top of monitor/s or tool bar are at eye level to 30 degrees below?			
Is the employee managing glare on their monitor? (e.g. through closing blinds, moving the monitor or changing the screen colour)			
Can the employee independently adjust their monitor height to suit their needs?			



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LAPTOP COMPUTERS			
Does the laptop have a docking station?			
If yes, is the employee using it?			
Is there a separate mouse and keyboard in place?			

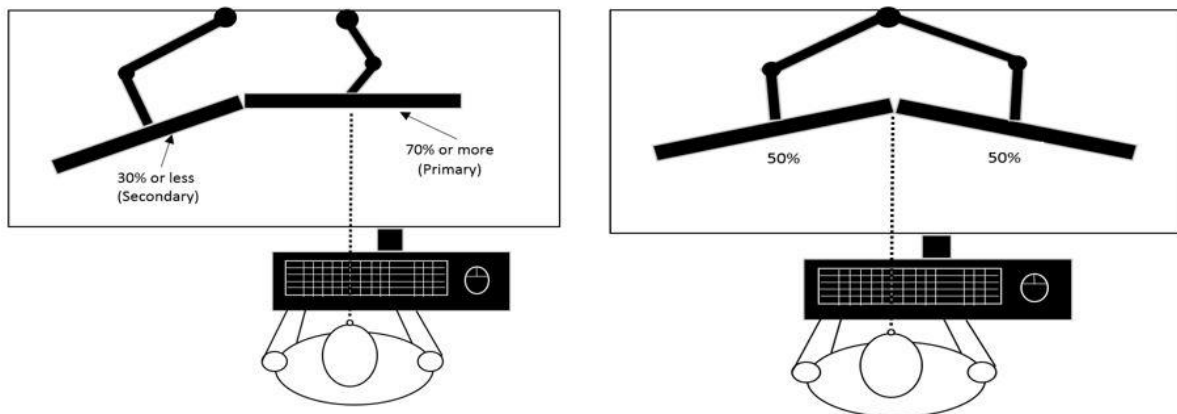
WORK ORGANISATION & WORK PRACTICES			
Has the employee modified work practices to reduce repetitive movements?			
Is the employee using keyboard shortcuts as alternative to the mouse?			
Has the employee set up a schedule for taking breaks (e.g. in Outlook)			
Does the employee vary duties and alternate posture from sitting to standing to avoid prolonged static postures?			

OTHER			
N/A			



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### Working with Dual Monitors



### Workstation Ergonomics: ideal set-up

