This form is designed to be able to be completed by any Healthscope employee who is working from home or working from a location other than their normal work station.

|  |
| --- |
| Your Details |
| Name: | Click here to enter text. | Department: | Click here to enter text. |
| Date: | Click here to enter a date. | Supervising Manager: | Click here to enter text. |

|  |
| --- |
| Work Environment |
| Is there a clear unencumbered workspace (ideally at least 6 m square)? | Choose an item. |
| Is the area free from trip hazards and has level flooring? | Choose an item. |
| Is lighting adequate for activities being conducted? | Choose an item. |
| Is there a clear path of egress in the event of emergency? | Choose an item. |
| There is good ventilation and appropriate room temperature? | Choose an item. |
| Noise levels are appropriate and not excessive? | Choose an item. |

|  |
| --- |
| Electrical |
| Ensure that power outlets are not overloaded (e.g. double adaptors and power boards) | Choose an item. |
| Ensure that electrical cords are neatly stowed and not creating a trip hazard | Choose an item. |
| Ensure that the insulation around electrical cords is not worn, cracked or missing. Ideally, cords would be tested and tagged but it is recognised that this may not have occurred for home appliances / hardware. | Choose an item. |

|  |
| --- |
| Chair |
| Note: arm rests are not recommended as they commonly interfere with posture by striking the desk top. |
| Can you adjust your chair height so that your feet are comfortably flat on the floor? (Thighs are parallel to the floor and lower legs approximately vertical or slightly forward.) | Choose an item. |
| Does the chair adequately support your thighs? Note: When seated with back against the backrest, there should only be a few cm between the back of your knees and the front of the seat. | Choose an item. |
| Can the height of backrest be adjusted so that lumbar support of the back rest is in line with your lower back?  | Choose an item. |
| Forward / Backward Position – Can the backrest be adjusted until a comfortable pressure is exerted on the lower back (lumbar) area? | Choose an item. |
| Are your wrists approximately parallel to the ground or pointing slightly downward?If not, raise the chair height until the correct wrist position is obtained. This means you may need a footrest to ensure that your legs are supported. | Choose an item. |

| Monitor |
| --- |
| Is the monitor approximately 1 arm’s length away from you when in the usual seated position? | Choose an item. |
| Is the top of the screen approximately level with your brow?You should be looking at the top 1/3 of your monitor when looking straight ahead.If the monitor is still too low and you have run out of height adjustment, you will need to put something such as a ream of paper under your monitor riser. | Choose an item. |

|  |
| --- |
| Keyboard & Mouse |
| When using your keyboard, are your upper arms and elbows close to the body?If not, move the keyboard as required. | Choose an item. |
| Is the mouse placed close to the keyboard and level with / adjacent to the keyboard?If not, move the mouse and mouse pad as required. | Choose an item. |

|  |
| --- |
| Workstation Set-up |
| Are any documents being referenced placed between the keyboard and screen?If yes, you may need a document holder. | Choose an item. |
| Are high use desktop items (e.g. phones, folders) placed within the optimum to maximum reach sector and items used less frequently placed in the outer reach sector?(See image below) | Choose an item. |
| **If frequently on the telephone – please use the speaker to maintain appropriate posture.** |

|  |
| --- |
| Other Arrangements |
| There are scheduled regular points of contact such as telephone conferences or WebEx to maintain communications and confirm ongoing safety and wellbeing. | Choose an item. |
| There is a working smoke detector in the home. | Choose an item. |
| There is a first aid kit available. | Choose an item. |
| **Please ensure that you take regular short breaks when working in a different environment, particularly if there are any compromises in the above ergonomic requirements.** |

|  |  |  |
| --- | --- | --- |
| Optimal arrangement relevant to chair height: | Optimal arrangement relevant to monitor height: | Optimum and maximum reach sectors: |
|  |  |  |

|  |
| --- |
| Submit this Form |
| Please email this completed form **to your line manager**.  |