CHECKLIST

KEYBOARD

WORKSTATION ASSESSMENT CHECKLIST

WORKSAFE AUSTRALIA

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WORK ORGANISATION

1. Does the user have a variety of tasks? If YES, does the user have some control over the order in which they are done?  
   Yes ☐ No ☐

2. Is care taken to avoid placing the user under pressure to meet demanding work targets or deadlines?  
   Yes ☐ No ☐

3. Has there been a consistent increase in workload recently? *(This is preferable to sudden increase in workload or working overtime).*  
   Yes ☐ No ☐

4. If the user is a new staff member, or has recently returned from leave, did he/she have a period to adjust to the workload?  
   Yes ☐ No ☐

5. Have appropriate work breaks been introduced to the workstation environment?  
   Yes ☐ No ☐

WORKSTATION ADJUSTMENT

6. Is the chair easily adjusted from a seated position?  
   Yes ☐ No ☐

7. Can the user get close enough to the workstation without impediment? *(Check that the desktop is thin, chair arms are not in the way and there is clear legroom).*  
   Yes ☐ No ☐

8. Is the seat height adjusted so that the user's thighs are parallel to the floor with feet resting on the floor or on a footrest?  
   Yes ☐ No ☐

9. Is the backrest height adjusted to fit into the small of the user's back and adequately support the spine? *(To find the small of the back, have the user stand with hands on waist).*  
   Yes ☐ No ☐

10. Is the backrest angle adjusted so that the user is sitting upright while keying? *(User should be encouraged to change backrest position when not keying).*  
    Yes ☐ No ☐

Desk

11. Are the user's forearms parallel with the floor or angled slightly downward? *(This can be achieved by lowering the desk to suit the user, or, with a fixed desk, raising the chair).*  
    Yes ☐ No ☐

12. Is the desk height adjustable? If YES, is the adjustment easily operated? If NO, has the user been provided with a footrest? *(See Q8).*  
    Yes ☐ No ☐
FOOTREST

15. Is the footrest large enough to support both feet and allow a change of position? □ □

COUNTER

16. Is there a chair of appropriate height and footrest provided at the counter where sitting/standing work is performed? □ □

DOCUMENTS

17. Are all source documents legible? □ □
18. Is a document holder provided? □ □
19. Does it support all source documents adequately? □ □
20. Can documents be manipulated easily as required? □ □

SCREEN (if applicable)

21. When sitting tall and looking straight ahead, is the user looking at the top edge of the screen? □ □
22. Is the screen at a comfortable reading distance? □ □
23. Are all characters in the display easily legible and is the image stable? □ □
24. Can the position and contrast of the screen be adjusted by the user? □ □
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KEYBOARD WORKSTATION ASSESSMENT CHECKLIST

This checklist is provided to assist in the assessment of keyboard workstations of people reporting discomfort at work.

The checklist can be used by supervisors and occupational health and safety personnel, and will assist in the identification of problems associated with individual workstations. The problems identified through the checklist should be brought to the attention of management so that appropriate action can be taken.


DATE: ..................................

KEYBOARD USER ...........................................................................................................

ASSESSOR .........................................................................................................................

PROBLEMS IDENTIFIED ...................................................................................................

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KEYBOARD

23. Is the keyboard detached from the screen to ensure a comfortable working position?  Yes   No

24. Is the keyboard thin enough for comfortable positioning of the arms? (it should be less than 30mm thick at the home row of keys).  Yes   No

25. Is the keyboard matt finished to prevent irritation from glare and reflection?  Yes   No

LAYOUT

26. Are all often-used items within easy reach? (They should be within normal arm reach with minimum trunk movement).  Yes   No

27a. Is there sufficient space for large documents, completed work of writing?  Yes   No

27b. Is there sufficient space for CAD furniture, equipment and hardcopy materials?  Yes   No

28. Is the workstation designed to prevent undue twisting of the neck or trunk?  Yes   No

29. Are the variety of tasks performed in counter operations accommodated by the design and layout of the counter workstation?  Yes   No

ENVIRONMENT

30. Does the user find the lighting satisfactory? (Ask about glare, reflection and the ability to read documents).  Yes   No

31. Does the user find the noise level conducive to concentration?  Yes   No

32. Does the user find the temperature and airflow in the room comfortable?  Yes   No

TELEPHONE OPERATIONS & HEADSETS

33. Is there a headset available for continuous telephone operations?  Yes   No

34. Is the headset lightweight, adjustable and comfortable?  Yes   No

35. Does the telephone equipment include easily adjustable volume controls?  Yes   No

36. For telephone operations that are traffic dependent and continuous, is a manual call control facility provided?  Yes   No