


Checklist for Offices

Hazards/factors	Things to look for	Hazard present?	Comments	Suggested action/Solutions to consider	Action taken?
<p>Posture</p> 	<p>Are you sat in an awkward posture e.g. head turned to one side or looking up/down to see the screen?</p>			<p>Follow these simple steps to set up your chair and computer:</p> <p>Chair height: Adjust the chair so that your elbows are about level with the home keys on the keyboard.</p> <p>Backrest height: Adjust the backrest so that the support is in the curve of the lower back (the lumbar region). Provide footrest if feet now not on floor.</p> <p>Armrests should not clash – remove if necessary.</p> <p>Make sure desk is deep enough for monitor to be in front of person, not twisting their neck/back to use it.</p> <p>Use storage space efficiently – have a sort out, don't keep rubbish.</p>	
	<p>Is your back hunched over, are you slumped in your seat?</p>				
	<p>Are you sitting in a twisted posture?</p>				

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Page 2 of 2

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Screen	Is the screen in a comfortable position for you to see it? Is your head turned to one side or up/down?			<p>Screen height Adjust the screen height so that the top of the screen (not the casing) is level with your eyes.</p> <p>Screen position The screen (and keyboard) should be directly in front of you, so that your head is not twisted to either side. Attach a separate keyboard and place the laptop on a stand for a better height to look at the screen.</p>	
Documents	Do you work off paperwork at the same time as using the computer?			<p>Document height You should be able to look straight across at the document, not up or down too much.</p> <p>Document position Depending on how you type, you should not have to move your head too much. If you touch type, put the document up by the screen. If you don't touch type, put the document in between the keyboard and the screen.</p>	