

# KEYBOARD

## WORKSTATION ASSESSMENT CHECKLIST

WORKSAFE AUSTRALIA

CHECKLIST

**Disclaimer**

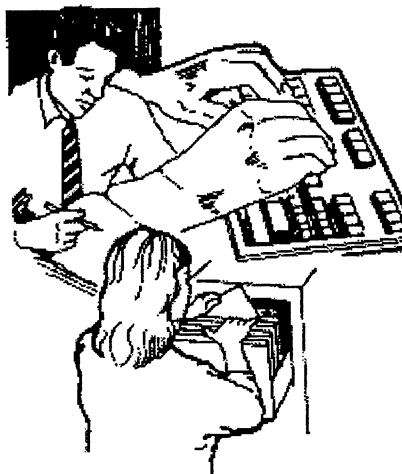
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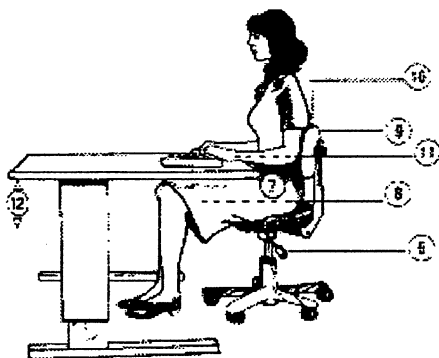
## WORK ORGANISATION

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Does the user have a variety of tasks?<br>If YES, does the user have some control<br>Over the order in which they are done?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is care taken to avoid placing the user<br>under pressure to meet demanding work<br>targets or deadlines?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has there been a consistent increase in<br>workload recently? <i>(This is preferable to<br/>sudden increase in workload or working<br/>overtime).</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If the user is a new staff member, or has<br>recently returned from leave, did he/she<br>have a period to adjust to the workload?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have appropriate work breaks been<br>introduced to the workstation environment?   | <input type="checkbox"/> | <input type="checkbox"/> |



## WORKSTATION ADJUSTMENT

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 6. Is the chair easily adjusted from a seated position?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Can the user get close enough to the workstation<br>without impediment? <i>(Check that the desktop is<br/>thin, chair arms are not in the way and there is<br/>clear legroom).</i>                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the seat height adjusted so that the user's thighs<br>are parallel to the floor with feet resting on the<br>floor or on a footrest?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is the backrest height adjusted to fit into the small<br>of the user's back and adequately support the spine?<br><i>(To find the small of the back, have the user stand<br/>with hands on waist).</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is the backrest angle adjusted so that the user is<br>sitting upright while keying? <i>(User should be<br/>encouraged to change backrest position when not<br/>keying).</i>                          | <input type="checkbox"/> | <input type="checkbox"/> |

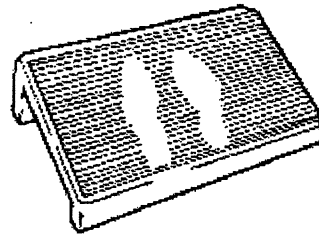


### Desk

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 11. Are the user's forearms parallel with the floor or<br>angled slightly downward? <i>(This can be achieved<br/>by lowering the desk to suit the user, or, with a<br/>fixed desk, raising the chair).</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is the desk height adjustable? If YES, is the<br>adjustment easily operated? If NO, has the user<br>been provided with a footrest? (See Q8).   | <input type="checkbox"/> | <input type="checkbox"/> |

**FOOTREST**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 15. Is the footrest large enough to support both feet and allow a change of position? | <input type="checkbox"/> | <input type="checkbox"/> |

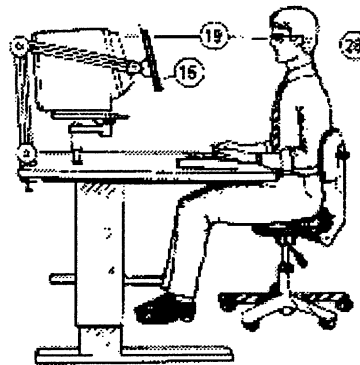


**COUNTER**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 16. Is there a chair of appropriate height and footrest provided at the counter where sitting/standing work is performed? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

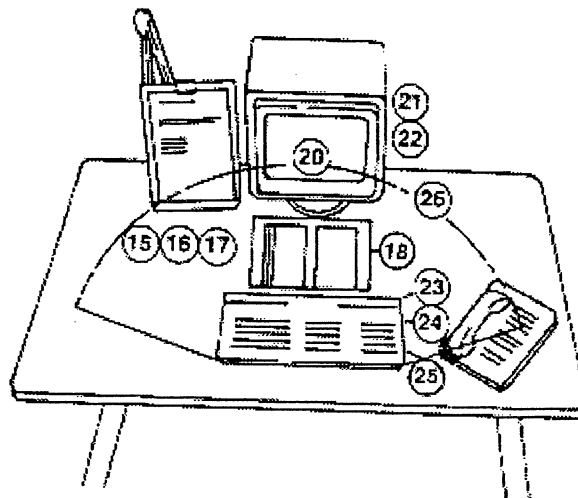
**DOCUMENTS**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 17. Are all source documents legible?                | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Is a document holder provided?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Does it support all source documents adequately? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Can documents be manipulated easily as required? | <input type="checkbox"/> | <input type="checkbox"/> |



**SCREEN (if applicable)**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 21. When sitting tall and looking straight ahead, is the user looking at the top edge of the screen? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Is the screen at a comfortable reading distance?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Are all characters in the display easily legible and is the image stable?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Can the position and contrast of the screen be adjusted by the user?                             | <input type="checkbox"/> | <input type="checkbox"/> |





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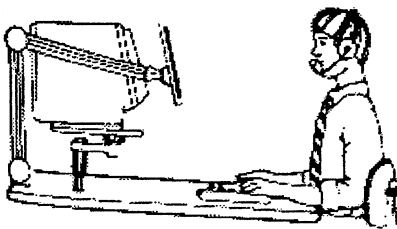
- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 23. Is the keyboard detached from the screen to ensure a comfortable working position?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Is the keyboard thin enough for comfortable positioning of the arms? ( <i>it should be less than 30mm thick at the home row of keys</i> ). | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Is the keyboard matt finished to prevent irritation from glare and reflection?   | <input type="checkbox"/> | <input type="checkbox"/> |

## LAYOUT

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 26. Are all often-used items within easy reach? ( <i>They should be within normal arm reach with minimum trunk movement</i> ). | <input type="checkbox"/> | <input type="checkbox"/> |
| 27a. Is there sufficient space for large documents, completed work of writing?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 27b. Is there sufficient space for CAD furniture, equipment and hardcopy materials?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Is the workstation designed to prevent undue twisting of the neck or trunk?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are the variety of tasks performed in counter operations accommodated by the design and layout of the counter workstation? | <input type="checkbox"/> | <input type="checkbox"/> |

## ENVIRONMENT

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 30. Does the user find the lighting satisfactory? ( <i>Ask about glare, reflection and the ability to read documents</i> ). | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Does the user find the noise level conducive to concentration?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Does the user find the temperature and airflow in the room comfortable?   | <input type="checkbox"/> | <input type="checkbox"/> |



## TELEPHONE OPERATIONS & HEADSETS

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 33. Is there a headset available for continuous telephone operations?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Is the headset lightweight, adjustable and comfortable?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Does the telephone equipment include easily adjustable volume controls?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. For telephone operations that are traffic dependent and continuous, is a manual call control facility provided? | <input type="checkbox"/> | <input type="checkbox"/> |



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