

# Ergonomic Self Assessment

## 1 your workstation



YES NO N/A

Is there a dedicated workspace that can be set up in the home that is safe, suitable, and free from distractions?

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Does the workstation have adequate space for equipment?

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Does the workstation allow you to find a comfortable position?

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Is there enough knee clearance underneath the workstation?

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Is there enough space to allow you to change position and vary movements?

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Is the area clutter free so that you can focus easily on the task?

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Is a document holder required to read documents?

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Is a sit stand desk riser required?

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Is a laptop riser required?

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Is a monitor riser required?

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## 2 your chair



YES NO N/A

Is the chair provided stable, adjustable in height, allowing freedom of movement, and providing lower back support?

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Is the chair set up so that the forearms are level with the desk?

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Does the chair have a backrest that is adjustable in height?

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Is the chair provided adjustable to allow feet to rest flat on the floor?

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Is a footrest or back support required?

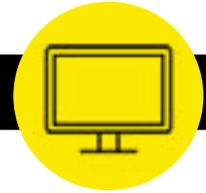
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Is a protective mat required to prevent damage to the floor?

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## 3 your screen



YES NO N/A

Is the screen positioned to avoid glare and reflection  
(for example sit at 90 degrees to a window to avoid glare)?

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Can the screen swivel and tilt easily?

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Is the screen positioned so that the top of the screen is at eye level  
or slightly below and avoids sustained bending of the neck?

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Is an adjustable monitor arm required?

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Is the screen free of reflective glare?

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Is the screen set up at a comfortable distance (for example arms-length away)?

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Is the image on the screen stable with no flickering?

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Are the characters on the display screen well defined, clearly formed,  
of adequate size and with adequate spacing?

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## 4 communications



YES NO N/A

Is a headset/speaker or microphone provided for communication?

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Is a webcam required?

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Is a phone required?

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Is a broadband extender / booster required?

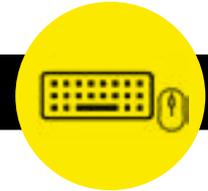
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Are arrangements in place for you to report issues for example  
accidents, health related issues, workload, faulty equipment, working hours?

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## 5 your keyboard & mouse



YES NO N/A

Is the laptop/PC connected to an external keyboard and mouse?  
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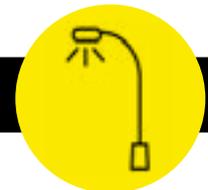
Can a neutral wrist posture be maintained when typing  
(for example no bending of the wrist)?  
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Can the slope / angle of the keyboard be adjusted to  
allow you to find a comfortable position?  
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Are the mouse and keyboard within easy reach with space  
provided in front of the keyboard?  
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Are wrist rests required?  
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## 6 lighting



YES NO N/A

Is there suitable (natural and artificial) lighting available to take  
account of the type of work being carried out and your vision?  
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Is task lighting available if required?  
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## 7 heating & ventilation



YES NO N/A

Is the room warm enough with adequate ventilation?  
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# Ergonomic Self Assessment

## 8 health & safety



YES NO N/A

Is the household electrical supply and equipment for example sockets, lighting, RCD, heaters that are not provided by the employer checked by you on a regular basis?

Is the area around the workstation kept clear of trailing cables and trip hazards?

Is there an adequate number of sockets available?

Is a strip socket surge protector required?

Is portable electrical equipment provided by the employer checked by you regularly?

Is unsafe equipment taken out of use (and checked for frayed wires, signs of burns or melting)?

Is firefighting and detection equipment available and is it checked regularly?

Is there an emergency plan in place in case of fire?

## 9 other



YES NO N/A

Is a laptop required?

Is a printer required?

Is a shredder required to safely dispose of confidential company documents?

Is a USB hub required?

Is an external hard drive required?

Is a storage cabinet required?