

Safe Office Checklist Part 1 – Workstation

This checklist should be used on a regular basis (at least annually) to identify and assess for potential hazards that may exist in the office environment and in particular at office workstations or counters. The checklist should ideally be used by staff who have been trained in health and safety e.g. WHSO/ WHSR and/or managers/supervisors. This checklist assists in the risk management of the office environment and may form part of the overall safety plan for the section/school.

The checklist should be kept on the Health and Safety file for the Section/School. It should be given to, and discussed with, the Manager/Supervisor of the work area and the local health and safety committee for action (plan) on identified items.

Name of person completing checklist:		School/Division/Facility:		
Position:		Faculty/Department/Institute:		
		Section/Location:		
		Building:	Level:	
		Campus:		
Contact phone no:		Date completed:		
Item No.	Issue	Y/N	Hints/Comments/Controls Any " No" answers should be actioned	For Action/Who/When
1a.	Chair features and adjustment <ul style="list-style-type: none"> • Is the chair fully and easily adjustable, adequately padded and fabric covering, five star base, and fully adjustable arm rests (if needed)? • Can the employee get close to the workstation without impediment? • Do drafting style chairs (for counter workstations) have an adjustable foot-ring? • Is the chair adjusted to suit the operator? 	 Y/N Y/N Y/N Y/N	<ul style="list-style-type: none"> • Armrests should ideally be fully adjustable • Armrests should support the shoulders and not encourage 'shrugging'. • Armrests should enable operator to swivel. • Staff working at counter workstations should be provided with a footrest – (See 1) in 'Further Information' • Lumbar support (thick section) of the backrest should be placed in the 'small of the back' • Consider attending a course in office ergonomics – seating adjustment 	

1b.	<ul style="list-style-type: none"> Is the seat pan the recommended leg length for the operator? 	Y/N	<ul style="list-style-type: none"> When seated, the seat pan should support the length of the thighs except for a 2-3 finger width gap between the backs of your knees and the seat pan edge. The backrest should be up-right - (See 3) 'Further Information' 	
2a.	<p>Workstation/mouse/keyboard</p> <ul style="list-style-type: none"> Is the operator sitting at the recommended height to use the keyboard and mouse? 	Y/N	<ul style="list-style-type: none"> The operators upper arms should be hanging straight down from the shoulders and forearms/hands should be at 90 degrees to the upper arms. The second row (home row) on the keyboard should be at the height of the elbow and the wrists not resting on the desk when keying. Raise or lower the chair height to match the desk height – compensate with a footrest 	
2b.	<ul style="list-style-type: none"> Are the thighs parallel with the floor or slightly tilted forward after the chair has been adjusted to the recommended height? 	Y/N	<ul style="list-style-type: none"> Adjust the height of the chair to rest the feet on the floor, taking weight or use a footrest. Adjustable foot-rests should be provided to ensure the thighs are parallel. 	
2c.	<ul style="list-style-type: none"> Is the mouse on the same level of the desk top as the keyboard and close to the keyboard? 	Y/N	<ul style="list-style-type: none"> Adjustable sections on a desk are not required. If there is an adjustable section on the desk it should be 700mm in length to accommodate the mouse If not 700mm the adjustable section should be raised level with the desk top and chair adjusted to this level. 	
2d.	<ul style="list-style-type: none"> Are the various heights of employees accommodated? 	Y/N	<ul style="list-style-type: none"> Tall employees may need to have the workstation raised and a larger seat pan chair. Brackets under the adjustable section of the workstation may need to be replaced with flat device that secures the adjustable section level – (See 4) Further Information Small stature employees may need to have the workstation lowered or seat adjusted up with a footstool, a smaller seat pan chair and the computer monitor screen lowered. 	

3a.	Screens <ul style="list-style-type: none"> Is the top of the monitor at eye level or lower, when the operator is seated at the recommended height and looking comfortably straight ahead? 	Y/N	<ul style="list-style-type: none"> Place monitor screen on monitor arm, riser or temporary ream of paper to achieve the recommended height. Ensure sturdy support for the monitor screen Place monitor screen at approximately one arm's length from the operator in the seated keying position. 	
3b.	<ul style="list-style-type: none"> Have special needs been accommodated? E.g. multi-focal glasses and computer use. 	Y/N	<ul style="list-style-type: none"> Lower the monitor screen to avoid awkward postures of the neck or to suit. Locate the monitor screen at the preferred visual distance away from the operator. 	
3c.	<ul style="list-style-type: none"> Is the monitor screen free from glare and reflection? e.g. natural light from windows or reflection from overhead lights? 	Y/N	<ul style="list-style-type: none"> Adjust the brightness of your monitor screen so that it does not contrast greatly with surrounding area. Re-position the monitor screen and related equipment to be at 90 degrees to natural light sources and parallel to overhead lighting. Adjust the blinds to reduce natural light sources. 	
3d.	<ul style="list-style-type: none"> In multi-user workstations can the monitor screens be easily adjustable to suit the employees and clients? 	Y/N	<ul style="list-style-type: none"> Monitor screens should be on adjustable pedestals or monitor arms to allow the operator to adjust the screen. Monitor arms should be easily manoeuvrable. 	
3e.	<ul style="list-style-type: none"> Does the operator have two screens? 	Y/N	<ul style="list-style-type: none"> If viewed equally, place together, centrally to operator, at the same height, with the same font and brightness. If one screen is the priority, place this centrally with the other screen immediately beside to the dominant side, at the same height, with the same font and brightness. Refer to guidance on HR HSAS website for dual monitors http://www.hrd.qut.edu.au/healthsafety/docs/dual_monitors.pdf 	
4.	Layout <ul style="list-style-type: none"> Are lap-top computers (regular use), set up with separate mouse, keyboard and a monitor screen riser to achieve the recommended posture for use? 	Y/N	<ul style="list-style-type: none"> Refer to the Computer Safety at a Glance poster on the HR HSAS website for lap top operators. http://www.hrd.qut.edu.au/healthsafety/workplace/computer.jsp 	

4a.	<ul style="list-style-type: none"> Is the monitor screen at a comfortable distance from the operator? 	Y/N	<ul style="list-style-type: none"> Position the monitor screen according to the operator's visual needs and other work tasks. Position approximately arm's length from the seated position. 	
5.	<ul style="list-style-type: none"> Does the operator change their posture frequently during the day? 	Y/N	<ul style="list-style-type: none"> Ensure frequent posture changes by encouraging rotation through a variety of tasks (helps to minimise tired muscles). 	
6	<ul style="list-style-type: none"> Are frequently used desk top items within easy reach? E.g. keyboard, mouse and phone. Are moderately used desk top items within comfortable reach? E.g. document holders, elevated work surfaces or writing boards 	Y/N Y/N	<ul style="list-style-type: none"> Ensure items are within "easy reach" range. (distance between the forearms and the elbows when the elbows are resting by the side, from the seated position). Document holder and an elevated writing board can be placed at a "comfortable reach" (full arm extension from the seated position). 	
7.	<ul style="list-style-type: none"> Are assistive devices such as document holders, elevated writing boards & footrests provided if needed? 	Y/N	<ul style="list-style-type: none"> Document holders should be landscape in type. Place in front of the monitor screen and behind the keyboard. (They should not occlude any part of the monitor screen/s). Provide elevated writing boards to reduce stooping forward postures. (eg. correcting exams, referring to spread sheets) – (See 5) Further Information 	
8.	<ul style="list-style-type: none"> Is leg room under desk unencumbered? Does staff member hit knees on under desk brackets? Placement of mobile set of desk drawers 	Y/N Y/N Y/N	<ul style="list-style-type: none"> Ensure operators can stretch legs out under the desk. Ensure operators can swivel and directly face the tasks they are performing. Ensure operators can get close to the task. Obstructing brackets under desk can be removed. Consult with Facilities Management. Position mobile set of drawers under desk opposite to reading and writing tasks performed. 	
9a.	<ul style="list-style-type: none"> Is there adequate storage for all items being used at the workstation? 	Y/N	<ul style="list-style-type: none"> Excess items such as boxes and books should not be stored under the desk. 	
9b.	<ul style="list-style-type: none"> Is shelving easily accessible, sturdy and not overloaded? 	Y/N	<ul style="list-style-type: none"> Maintenance may need to be performed to shelving. Ensure alternative locations for storage as required. 	

10.	<ul style="list-style-type: none"> Is the lighting adequate for the office tasks? (is there any shadowing or dim areas on the desk-top?) 	Y/N	<ul style="list-style-type: none"> Work tasks should be easy to see with minimal shadowing on desktop The overhead lighting should be comfortable on the eyes – (See 6) Further Information 	
11.	<ul style="list-style-type: none"> Are the edges on workstations, sorting tables or benches rounded and not sharp? 	Y/N	<ul style="list-style-type: none"> Eliminate sharp edges with a protective covering. Consult with Facilities Management. 	
12.	<ul style="list-style-type: none"> Are head-sets provided to staff who require them? 	Y/N	<ul style="list-style-type: none"> Provide headsets to staff for continuous telephone use and access to computer screen information? Head-set should be lightweight and comfortable? Provide access to cleaning equipment and disposable replacement parts for the headset or voice tube? Operators should be trained in the use, maintenance and cleaning – (See 7) Further Information 	

Item number	Action by date	Action and by whom	Date action complete

Safe Office Checklist Part 2 – General Health & Safety

Item No.	Issue	Y/N	Comments Any " No" answers should be actioned	For Action/Who/When
1.	Electrical <ul style="list-style-type: none"> Are electrical cords/cables stored safely away from risk of liquid spills or other damage by mobile equipment? 	Y/N		
1a.	<ul style="list-style-type: none"> Are there adequate power boards tagged, tested and within 5 years if required? Refer to link http://www.hrd.qut.edu.au/healthsafety/worksafely/electrical.jsp 	Y/N		
1b.	<ul style="list-style-type: none"> Is the electrical panelling secure? 	Y/N		
1c.	<ul style="list-style-type: none"> Are electrical cords and cables stored safely to avoid posing a trip hazard in walkways, passageways and other areas? 	Y/N	<ul style="list-style-type: none"> Overhead suspension and underfloor panelling can be considered 	
1d.	<ul style="list-style-type: none"> Are offices and surrounding work areas protected by a safety switch – type 1 or 2? 	Y/N	<ul style="list-style-type: none"> If no safety switch protection for building, specified electrical equipment is tested and tagged every 5 years e.g. power boards or extension leads. 	
2.	Floors and walkways <ul style="list-style-type: none"> Is the floor area free of trip/slip hazards? Is overall housekeeping at a good standard? E.g. secure items, clean surrounds, items not being stored on floor? 	Y/N Y/N	<ul style="list-style-type: none"> Clean all contaminants immediately. Practice good housekeeping 	
2a.	<ul style="list-style-type: none"> Are access ways and main passageways clear of obstructions? 	Y/N		
3.	<ul style="list-style-type: none"> Office stepladders, kick stools are provided and checked regularly to ensure safety for use. 	Y/N		
3a.	<ul style="list-style-type: none"> If ladders are used, are they marked "Industrial" and have a load rating of at least 120kgs. 	Y/N		

4.	<ul style="list-style-type: none"> Are the stairs and rails in good repair and lighting adequate? 	Y/N		
5.	<p>Environment</p> <ul style="list-style-type: none"> Is the lighting level adequate for assembly areas, passageways, access ways and stairs? 	Y/N		
6.	<ul style="list-style-type: none"> Is ventilation and thermal comfort adequate? 	Y/N		
7.	<ul style="list-style-type: none"> Is the area around photocopiers well ventilated or are they placed in a dedicated room? 	Y/N		
8.	<ul style="list-style-type: none"> Are printers located off the desk-top and away from the workers? 	Y/N		
9.	<ul style="list-style-type: none"> Is the workstation shelving attached to the panelling secure? 	Y/N		
10.	<p>Health & Safety Management</p> <ul style="list-style-type: none"> Is the Health & Safety notice board in an accessible area & does it contain current information? 	Y/N		
10a.	<ul style="list-style-type: none"> Is the name of the WHSO and WHSR on the notice board as well as the entitlements of the WHSR? (even if there is no WHSR for the area) 	Y/N		
10b.	<ul style="list-style-type: none"> Does the notice board contain a copy of the QUT Health and Safety Policy? 	Y/N		
10c.	<ul style="list-style-type: none"> Does the noticeboard list: members of the Health and Safety committee? name of the first aid officer/s? names of the fire/floor warden/s? emergency contact details? 	Y/N Y/N Y/N Y/N		
11.	<p>Fire & other Emergency equipment</p> <ul style="list-style-type: none"> Is all fire fighting equipment accessible and unobstructed? 	Y/N		
11a.	<ul style="list-style-type: none"> Is the fire fighting equipment tested in-date? 	Y/N		
11b.	<ul style="list-style-type: none"> Is there a location sign above the fire fighting equipment? 	Y/N		
11c.	<ul style="list-style-type: none"> Are floor plans for emergency evacuations on the wall and current? 	Y/N		
11d.	<ul style="list-style-type: none"> Are evacuation procedures on walls and accessible? 	Y/N		

12.	Manual tasks <ul style="list-style-type: none"> Are there adequate manual handling aids and assistive devices such as trolleys available and in good working order? 	Y/N		
12a.	<ul style="list-style-type: none"> Is staff trained in the use of this equipment? 	Y/N		
13.	<ul style="list-style-type: none"> Is there adequate storage for workplace equipment? Are the heavier items placed at 80-110cms from floor and "out of reach" shelves not used? 	Y/N Y/N		
14.	<ul style="list-style-type: none"> Do staff have a variety of tasks and control over the order that work tasks are done 	Y/N		
14a.	<ul style="list-style-type: none"> Can staff discuss and negotiate support needed for task deadlines and demands? 	Y/N		
15.	Noise <ul style="list-style-type: none"> Are noisy machines located in resource rooms and away from work areas? 	Y/N		
15a.	<ul style="list-style-type: none"> Can noisy work e.g. printing jobs be scheduled during lunch and other off-peak periods? 	Y/N		
15b.	<ul style="list-style-type: none"> Are protocols in place to manage nuisance noise in open plan areas? eg. staff communicating, phones 	Y/N		
16.	Amenities <ul style="list-style-type: none"> Is the kitchen area including floor surface clean and tidy, and rubbish bins emptied on a daily basis. 	Y/N		
17.	<ul style="list-style-type: none"> Are fridge, microwave and other items clean? 	Y/N		
18.	<ul style="list-style-type: none"> Is there safe access to boiling water, drinking water and washing up facilities? 	Y/N		
19.	<ul style="list-style-type: none"> Are all plant rooms and restricted access rooms locked? 	Y/N		
20.	<ul style="list-style-type: none"> Are toilets clean and floor free of water leaks or spills? 	Y/N		
21.	<ul style="list-style-type: none"> Is any broken equipment identified, tagged and removed to a secure area away from use? 	Y/N		

22.	First aid <ul style="list-style-type: none"> Is there a documented risk assessment for first aid kept on file at the workplace? 	Y/N		
23.	<ul style="list-style-type: none"> Are any items for first aid readily available? e.g. a first-aid kit, if risk assessment indicates one? 	Y/N		
24.	<ul style="list-style-type: none"> Is the first aid kit appropriately signed and staff know who the first aid officer is? 	Y/N		
25.	Chemicals <ul style="list-style-type: none"> Are chemicals and toners stored securely? Are Safety Data Sheets (SDS) current and accessible for all chemicals in the workplace? If SDS requires personal protective equipment, is it available for staff? 	Y/N Y/N Y/N		
26.	Security <ul style="list-style-type: none"> Risks from Harassment and Occupational violence have been addressed? 	Y/N		
27.	<ul style="list-style-type: none"> Are the cash handling procedures, protective barriers & processes effective & regularly reviewed by QUT security? 	Y/N		
28.	Other <ul style="list-style-type: none"> 			

Are there any other issues relating to health and safety in the work area that should be added to this checklist for assessment and action?

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A copy of this checklist is to be given to the Supervisor/Manager/Head of School (name)on (date).....

A copy should be forwarded to the local health and safety committee chair person on (date).....

Item number	Action by date	Action and by whom	Date action complete

Further information

- 1) Foot rests - For information on providers of footrests – contact your Faculty Manager or Divisional Administrative Manager, or view the SDS catalogue or visit the following web page. <http://www.ergonomicoffice.com.au/>
- 2) Refer to the following link for more information. <http://www.hrd.qut.edu.au/healthsafety/workplace/computer.jsp> to download a sample checklist for “workstation assessment”
- 3) Seat pan - If the operator is tall (long limb length) or short (shorter limb length) and the current seat pan depth does not offer the required support, then another chair may need to be supplied. Please contact HR Health and Safety Advisory Services (ext:89271) for further advice, trial and seating prescription (by appointment) for special needs.
- 4) Removal of desk brackets - Place a work request with Facilities Management for replacement of existing brackets with suitable alternatives.
- 5) Desk top equipment - Document holders can be purchased from the SDS catalogue or from other preferred suppliers. Officeworks supply the “booklift copy holder”. Elevated writing boards can be purchased from either 1. Adjustable Workstation Products on ph: (07)3263 7834 or 2. Walk on Wheels ph: (07)3205 5654 or 3. <http://www.ergonomicoffice.com.au/>
- 6) Lighting - A basic assessment of lighting can be performed by the local WHSO. For a measurement of the lighting levels contact, the Lighting Engineer in Facilities Management for further advice. There are standards for lighting levels depending on the task and the environment.
- 7) Brisbane telephone company (BTC) is one provider of head sets. Contact QUT Communications Administration for further advice. <http://www.its.qut.edu.au/ns/commsadmin/index.jsp>