

SELF ASSESSMENT – Working from Home (Workspace and Environment)

CHECKLIST				
CHAIR	YES	NO	N/A	COMMENTS
I have a comfortable and/or adjustable chair which supports my posture				
If I have an adjustment chair, the mechanisms are in good working order				
The back support is at an angle of 90 degrees to the seat pan, and there is approximately a hand width gap between the seat base and the back support				
I can sit right back in the chair so the back-support fits neatly into the hollow of my back, and there is approximately 2-3 finger width clearance between the front edge of the seat and the back of my knee				
When seated at the workstation with my hands on the keyboard I can achieve the following posture: <ul style="list-style-type: none"> • Shoulders relaxed and symmetrical head in midline • Elbows slightly away from the body and slightly higher than wrists • Wrists in functional position • Hips slightly higher than knees • Thighs are not making contact with under surface of desk • Feel flat on the floor or footrest (not dangling) 				
Chair arms are not present or are low enough to easily clear the desk				
The chair is stable (does not slip or roll) on the floor				
Take breaks from sitting every 30 minutes for 1-2 mins to stretch working muscles				
DESK OR TABLE	YES	NO	N/A	COMMENTS
The desk, whether fixed height or adjustable				
I have sufficient leg room, and do not have items that encroach on my space or compromise my posture				
If there is an adjustable keyboard shelf, it is adjustable flush with the desk and does not encroach on leg room				
COMPUTER/LAPTOP MONITOR	YES	NO	N/A	COMMENTS
The monitor is directly in front of me and approximately arm's reach away				
The monitor is perpendicular (flat) not tilted				
The top of the monitor is the same height as my eyes. If wearing multi-focal lenses, it should be lower to avoid extending the neck back				
The screen is adjusted to a comfortable level of brightness, contrast and font size				
The monitor is positioned so light sources do not impact the screen, e.g. glares or reflections do not affect my visual comfort. I am not looking into strong light				
I scroll my work up to the top half of the monitor to reduce neck bending				
I use my laptop stand to raise the laptop so the top of the screen is at the same height as my eyes. A stable box or books may suffice.				
I use my external keyboard and mouse with my laptop.				
KEYBOARD	YES	NO	N/A	COMMENTS
The keyboard is positioned directly in front of me at a distance from the edge of the desk that feels comfortable to me.				
I keep my fingers slightly bent and strike the keys softly when keying				
My wrists are slightly extended 10-20 degrees whilst keying and not resting on the desk creating a sharp angle at the wrist joint. If resting on the desktop, keep off the keyboard. Relax hand and fingers (stretching)				
I take micro pauses and rest breaks (5-10 seconds every 5-10 minutes) when performing prolonged periods of keying				
I am familiar with keyboard shortcut keys and use them whenever possible in preference to mouse operation				
MOUSE	YES	NO	N/A	COMMENTS
My mouse comfortably fits my hand and works freely				
My mouse is positioned close to the keyboard				
My mouse pad is flat and in good condition				
My mouse posture involves: <ul style="list-style-type: none"> • Shoulder relaxed • Elbow close to side of body • Forearm supported on desk top • Wrist still – not moving from side to side • Middle finger maintained in line with forearm • Circular, smooth, whole arm movements 				
I take micro-pauses and rest breaks (5-10 seconds every 5-10 minutes) when performing prolonged periods of mouse work				

DESKTOP/WORKSPACE	YES	NO	N/A	COMMENTS
There is adequate room on the desktop area or surface space to work and use laptop				
PHYSICAL ENVIRONMENT	YES	NO	N/A	COMMENTS
Noise levels are conducive to concentrate				
The lighting is adequate for the tasks that I perform				
I feel comfortable with the room temperature and air flow				
There are not trip hazards (e.g. cabling, mats, poor housekeeping)				
Electrical cabling is ordered neatly around the work area to avoid contact				
MANUAL HANDLING	YES	NO	N/A	COMMENTS
My work does not involve tasks that are physically heavy or demanding				
OUTCOME	YES	NO	N/A	COMMENTS
I have been able to implement the above adjustments/work methods and are comfortable with the work area & environment				
I require additional equipment to achieve optimum posture and work methods				

Working from Home on a Temporary Basis – Basic Safety Tips

General Environment

- Workspace is kept clean and orderly, quiet and free of distractions
- Workspace and floor are clear and free of slip/trip/fall hazards. Electrical cords are secured under a desk or along a wall. Walkways, doorways, exits are unobstructed.

Electrical/Equipment

- Supplies and equipment used are in good condition
- All electrical plugs and cords are in good condition with no exposed or damaged wiring.
- Electrical switches, outlets and receptacles have properly fitted covers or plates
- Computer equipment is connected to a grounded surge protector
- Any extension cord used has a grounding conductor
- Computer components are kept out of direct sunlight and away from heat sources

Workstation Ergonomics/Computer Use and Comfort

- Lighting, temperature, and ventilation are adequate. The work area is adequately illuminated and without monitor screen glare from indoor or outdoor lighting sources such as sunlight
- Computer equipment is on a sturdy, level piece of furniture
- Your back is adequately supported by the backrest of a chair. Sit all the way back in your chair with good posture (no slouching) and relaxed shoulders. If needed, use a pillow or rolled towel for additional lower back support.
- When seated, your elbows are comfortably at your sides and not away from your body and overreaching to use the keyboard and mouse. Get closer to your keyboard and mouse or bring the equipment closer to you.
- Your hands should be at or just below elbow height. If you are sitting and elevating your hands to use a keyboard and mouse on a work surface, try using a seat cushion or pillow to sit on top of to raise your body higher in height.
- If your feet are not resting on the floor when seated, try using a sturdy box, small footstool, books or reams of paper for added lower back support
- Monitor distance and height is an individual's personal preference. As a suggestion, you can place your monitor about 20-26 inches (approximately an arm's length) away from your eyes with the top of the screen at or slightly below eye level. For laptop users, a sturdy box or reams of paper can be used to raise the laptop height with using an external keyboard and mouse connected to your laptop
- Take computer micro-breaks of 30-60 seconds at least every hour at a minimum. This can include a computer break to make a phone call, stretch break, water break, and restroom breaks. Or you can try remembering to take micro-breaks in this way: "20-20-20-20" – every 20 minutes, look 20 feet away for 20 seconds, and walk 20 steps!

Security

- Premises outdoor/general lighting and locks are in place
- There is an operable smoke detector and Carbon Monoxide alarm
- The equipment is powered down after the work day is over
- Network controls are practiced for password, file, and software security