OSLO Workstation Assessment Report

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General Information | | | | | | | | | | | | | |
| Date of Assessment | | | |  | | | OSLO Name |  | | | | | |
| Staff/Student name | | | |  | | | OSLO Phone |  | | | | | |
| Uni ID number | | | | U | | |  |  | | | | | |
| Phone | | | |  | | | Supervisor |  | | | | | |
| College/Division | | | |  | | | Supervisor Phone |  | | | | | |
| Reason for assessment:  New Starter  Reported new pain  Relocation Pre-existing pain/condition  Other……………………………………………………….. | | | | | | Details/Comment | | | | | | | |
| If new pain/injury related to work activity ensure Incident Notification (level 1 incident) completed in Figtree.  Complete INC#\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| Assessment details | | | | | | | | | | | | | |
| Chair | Seat base height adjusted so knees and hips at or slightly above 90 degrees. | | | | | | | | | | | | Yes  No |
| Image result for images ergonomic seated position | Seat base size suitable for user. (Width supports hips, depth adjusted to allow small gap between knees and chair) | | | | | | | | | | | | Yes  No |
| Back rest height adjusted so lumbar support rests in users lumbar curve | | | | | | | | | | | | Yes  No |
| Back rest angle adjusted to support a relaxed, upright posture | | | | | | | | | | | | Yes  No |
| Seat base tilt adjusted to neutral | | | | | | | | | | | | Yes  No |
| Recommended seat base height (Floor to top of seat base) | | | | | | | | | | cm | | |
| Comments: | | | | | | | | | | | | |
| Desk | Desk height adjustable to allow arms to be parallel to floor when typing | | | | | | | | | | | | Yes  No |
| Image result for images ergonomic seated position | Desk size appropriate to task requirements | | | | | | | | | | | | Yes  No |
| Standing desk in place | | | | | | | | | | | | Yes  No |
| Desk height and design allows appropriate leg clearance | | | | | | | | | | | | Yes  No |
| Recommended seated desk height | | | | | | | | | | cm | | |
| Recommended standing desk height (Floor to top of desk surface) | | | | | | | | | | cm | | |
| Comments: | | | | | | | | | | | | |
| Monitor | Monitor height adjusted so that line of sight is level with top tool bar on screen, or so that head in neutral position if using multi-focal glasses | | | | | | | | | | | | Yes  No |
| Image result for images dual monitors ergonomics  Image result for images posture document holder | Monitor distance from user is adjusted to roughly an arms-length, but adjust to individual need to allow comfortable viewing without moving head | | | | | | | | | | | | Yes  No |
| Monitor angle adjusted to suit comfort and minimise reflection or glare | | | | | | | | | | | | Yes  No |
| Dual monitors positioned as per graphic according to work tasks to minimise static or repetitive neck movement. | | | | | | | | | | | | Yes  No  N/A |
| Recommended monitor height (Desk surface to top tool bar of screen) | | | | | | | | | | cm | | |
| Comments: | | | | | | | | | | | | |
| Documents | Document holder in place to position documents appropriately? | | | | | | | | | Yes  No ☐ N/A | | | |
| Image result for images ergonomics documents | Document holder for paper based tasks away from the computer? | | | | | | | | | Yes  No  N/A | | | |
| Is there adequate storage for hard copy documents without creating clutter | | | | | | | | | | | | Yes  No |
| Comments: | | | | | | | | | | | | |
| Keyboard | Keyboard positioned centrally between the user and the computer | | | | | | | | | | | | Yes  No |
| Image result for images keyboard ergonomics | Keyboard size appropriate to user (consider short or split keyboards) | | | | | | | | | | | | Yes  No |
| Keyboard flat on the desk (not elevated at rear) to minimise wrist strain | | | | | | | | | | | | Yes  No |
| Keyboard position (desk height) allows relaxed shoulder posture | | | | | | | | | | | | Yes  No |
| Comments:  (Note current keyboard type) | | | | | | | | | | | | |
| Mouse | Mouse positioned as close as possible to keyboard to minimise reaching | | | | | | | | | | | | Yes  No |
| C:\Users\u1079868\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\7C6E654D.tmp | User encouraged to alternate mouse use between left & right if comfortable | | | | | | | | | | | | Yes  No |
| Mouse type appropriate to users tasks and health history | | | | | | Note current mouse type | | | | | | Yes  No |
| User familiar with keyboard shortcuts to minimise excessive mouse use | | | | | | | | | | | | Yes  No |
| Phone | Headset in place. Recommend headset for moderate, or more, phone use. | | | | | | | | | | | | Yes  No |
| C:\Users\u1079868\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\8FB34F6D.tmp | Phone within easy reach of user | | | | | | | | | | | | Yes  No |
| User educated on correct phone posture and encouraged to alternate hand use during phone tasks. | | | | | | | | | | | | Yes  No |
| Lighting/sound | Room lighting appropriate for user needs | | | | | | | | | | | | Yes  No |
| Image result for images office lighting ergonomics | Task lighting appropriate to user needs (where applicable) | | | | | | | | | Yes  No  N/A | | | |
| User able to adjust monitor brightness and colour to suit individual needs | | | | | | | | | | | | Yes  No |
| Auditory environment appropriate to tasks | | | | | | | | | | | | Yes  No |
| Breaks | User encouraged to take regular posture breaks throughout the day ( rec. 2 minutes every 30 minutes as well as regular lunch/tea breaks) | | | | | | | | | | | | Yes  No |
| [Image result for images walking group](https://www.google.com.au/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwiDseyvmM_iAhXLXisKHe1kAMQQjRx6BAgBEAU&url=https%3A%2F%2Fsqeeqee.com%2Fgroup%2Fv%2Fwalking-group&psig=AOvVaw32B8TNzUs2WNmuNtqiMwv_&ust=1559715774698783) | User familiar with Work Rave software to support taking regular breaks | | | | | | | | | | | | Yes  No |
| Recommended frequency of breaks | | | | | | | | \_\_\_\_mins /\_\_\_\_mins | | | | |
| Laptop | User has laptop riser, external mouse and keyboard for extended use | | | | | | | | | Yes  No  N/A | | | |
|  | User educated on correct laptop postures and use | | | | | | | | | Yes  No  N/A | | | |
| Comments: | | | | | | | | | | | | | |
| Recommendations | | | | | Further details  (eg chair model, keyboard/mouse type, referral needs) | | | | | | | Person responsible for enacting these | |
| Replace current chair (with same)  Repair/replace desk  Phone headset  Laptop riser  Document holder  Footrest | | | Provide new (different) chair  New mouse  New Keyboard  Referral to Injury Management | |  | | | | | | | Supervisor  Due Date:  (max 4wks post Ax) | |
| Implement more frequent rest and posture breaks  Implement regular visual breaks | | | | | | | | | | | | Staff/Student  Due Date:  (max 4wks post Ax) | |
| Other Item: | | | | | | | | | | | |  | |
| Other Item: | | | | | | | | | | | |  | |
| Acknowledgement | | | | | | | | | | | | | |
| Report completed by:  OSLO  WEG  Name:  Phone:  Date of report:  Report sent to  Staff/Student  Supervisor  WEG  Other………………………. | | Supervisor responsibilities:   1. Meet with staff member and provide instruction on implementing the recommendations contained in this report; 2. Ensure recommendations are implemented in a timely fashion; 3. Review with staff member within 6 months to ensure effectiveness.   Staff/Student responsibilities:   1. Meet with supervisor and follow instructions to source equipment or implement other recommendations; 2. Continue to undertake usual safe work practices; 3. Notify supervisor as soon as practicable if any symptoms persist or develop.     **Please keep a copy of this report for your records.**  **If all recommendations are implemented, any symptoms have resolved and no further action is required,** please scan a copy of this form and email to your local HR team to be saved on your personnel file in ERMS.  **If all recommendations are implemented but any symptoms have persisted or further assistance is required**, please scan a copy of this form and email to InjuryManagement@anu.edu.au requesting further assistance. | | | | | | | | | | | |