

CHECK AND CORRECT YOUR WORKING POSTURE

Use the brief checklist below to check and correct your working habits and posture.

If you answer NO to any of the questions refer to the relevant information on this site through the links provided.

Discuss the action required with your supervisor.



QUESTION	AGREED ACTION
Are your keying and mouse activities interspersed with a variety of other work tasks?	
Are you including micro pauses as a deliberate attempt to reduce tension by relaxing between keyboard operations. Eg: relaxing the hands into the lap whilst waiting for a document to be saved?	
Do you perform regular pause exercises during computer operation at least every hour, including changing your visual focus?	
Are you altering your seated posture regularly throughout the day. Eg: reclining whilst on the phone and sitting upright again to key?	
Is your chair high enough or your desk low enough so that your elbows are level with, or slightly higher than your keyboard while you type?	
Does your chair have fully adjustable chair height, back rest position and seat tilt?	
Do you have a stable footrest if your feet are not flat on the floor when sitting?	
Does your desk provide adequate clearance for your legs to allow close access to the work task? Minimum depth 550mm Minimum width 800mm	
Is your chin tucked in towards the chest and aligned with the spine rather than poking forward or upwards?	
Is the screen at a comfortable reading distance from the operator (350mm to 750mm) ?	

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QUESTION	AGREED ACTION
Is the image clear, stable and free from reflections and glare?	
Are the monitor and keyboard aligned and directly in front of you so that you do not twist to reach the keys?	
Is the keyboard located in close proximity to the body to avoid over reaching to key?	
Are your frequently accessed items within easy reach whilst sitting and under 4kgs?	
Are your shoulders relaxed when the hands are resting on the keys with the upper arms hanging naturally and the lower arm at approximately 90 degrees?	
Are your wrists straight and in line with the forearm whilst keying or using the mouse, to avoid excessive bending to the side or upwards?	
Is the mouse at the same level as the keyboard and used as close as possible to the keyboard to avoid stretching your arm out to the side or across the desk?	
Do you have a relaxed grip when using the mouse?	
Do you have a relaxed keying style and avoid finger stretching to reach keys?	
Is the position of your source documents in line with or close to your monitor and around eye level to avoid excessive twisting or bending of your neck?	
Does your desk top size easily accommodate all work tasks? (minimum recommendations) Computer only – 1200 X 900mm Computer and general clerical – 1500 X 900mm	
Is your office lighting, noise level and temperature, conducive to your comfort and productivity?	
For bi/tri/multi focal wearers, is your monitor low enough to prevent you raising your chin to view the screen?	
If you regularly experience eye fatigue, have you had a recent review with your eye practitioner? Ensure you tell the practitioner the tasks you perform so the prescription is correct.	

Contact the Risk Management Office on
(02) 9351 4335 if further information is required.