

# Workstation Questionnaire

Name \_\_\_\_\_ Date \_\_\_\_\_

|   | Yes | No | Advice   |
|---|-----|----|--|
| Are you working at home?  |     |    | Use an office-style desk and chair – not dining room ones.   |
| Are you using a Laptop?   |     |    | Use a laptop solution stand to raise the screen and then plug in a separate keyboard.  |
| Is there hot-desking at your work?  |     |    | Prevent others from changing your workstation set up – stick a sign on the back of your chair.   |
| Do you take a lunch break?  |     |    | It's very important to get up and stretch out or walk regularly.   |
| The PC screen and keyboard – are they directly in front of you?   |     |    | Ensure that they are directly in front of you.   |
| Are your eyes gazing slightly down at your normal cursor position?  |     |    | The eyes are more comfortable, gazing down slightly. If the screen is too high, it makes you tilt your head back and compresses the neck.  |
| Do you feel you are tensing your neck and shoulders to keep your hands in position over the keyboard?                           |     |    | Consider raising your chair, so that your hands drop down onto the keyboard slightly – you will then probably have to use an adjustable footrest.  |
| Is your mouse located close to you?<br>i.e. Not too far out to the side or in front of you?                                     |     |    | Keep the mouse close by your side. Consider an ergonomic mouse if you suffer with RSI (they are iron shaped).  |
| Do you use a document holder?   |     |    | Consider using a document holder, if you work from other documents. Site it close to the PC. You can get ones that go between the screen and keyboard, or are freestanding, or ones that attach to the side of the screen. |
| Is there anything under your desk affecting where you put your feet? i.e. Boxes or disc drive?                                  |     |    | Remove items from under the desk immediately, then you can get yourself closer to the keyboard.  |
| Is your back resting against the back of the chair, or are you supporting your back away from the backrest using your muscles?  |     |    | Adjust the chair lumbar support. Chair depth – there should be a hand's width between the front edge of the chair and the back of your knees. Get a more suitable chair if the chair seat is too deep or not deep enough.  |
| If you sit with your back against the chair back, can your feet sit flat on the floor?  |     |    | Use an adjustable footrest if your feet can't get flat on the floor.   |
| Are you slumping in your chair?   |     |    | Sit with your chair angled at 10 degrees back from the upright and adjust the lumbar support, to fit into the small of your back.  |
| Are you interrupted from the same side regularly?<br>i.e. A colleague next to you, or people coming through a door to one side? |     |    | Move your desk if possible, to minimise this constant turning the same way.  |
| Is the lighting above your desk suitable – not too dark or too glaring?   |     |    | If it is too dark, you will be drawn forward to look at the screen. Glaring lights are bad too.  |
| Do you use a headset when using the computer and phone at the same time?  |     |    | Definitely do not rest the phone between your ear and shoulder without holding it. Use a headset if you do a lot of PC with phone work.  |
| Does your business/company have an Occupational Health Department?  |     |    | Contact them to have an assessment.  |