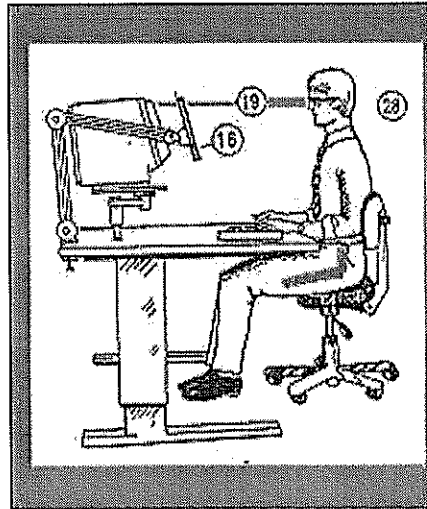


Workstation Ergonomics

- material obtained from Workcover NSW, Feb 2001



Workstation Adjustment

Chair

- Is the chair easily adjusted from a seated position?
- Can the user get close to the workstation without impediment? (ie desktop thin, chair arms aren't in the way and there is clear leg room)
- Is the seat height adjusted with the users' thighs parallel or slightly inclined downwards to the floor?
- Is the backrest height adjusted to fit the small of the users' back and adequately support the spine?
- Is the backrest angle adjusted for the user to sit upright whilst keying?

Desk

- Are the users forearms parallel to the floor or angled slightly downward?
- Is the desk height adjustable? if YES is the desk easily adjustable? if NO has the user been provided with a footrest?
- Is the footrest wide enough for both feet?

Keyboard equipment	
AS 3590—1990 recommendations for Screen-based workstations	
Height of work-surface	
if fixed	680-720 mm
if adjustable	580-730 mm
Area of work-surface	
Width	1500 mm minimum
Depth	900 mm minimum
Bench thickness	25 mm maximum
Volume of leg-space	
Width	800 mm minimum
Depth	550 mm minimum
Height	580 mm minimum
Viewing distance to work	
Minimum	350 mm minimum
Maximum	750 mm minimum
Height of display	30– 40 degrees below eye level
Seat pan height	
Surface of seat to floor	380 - 510 mm
Seat pan depth	330 - 430 mm
Footrest area	300 x 375 mm

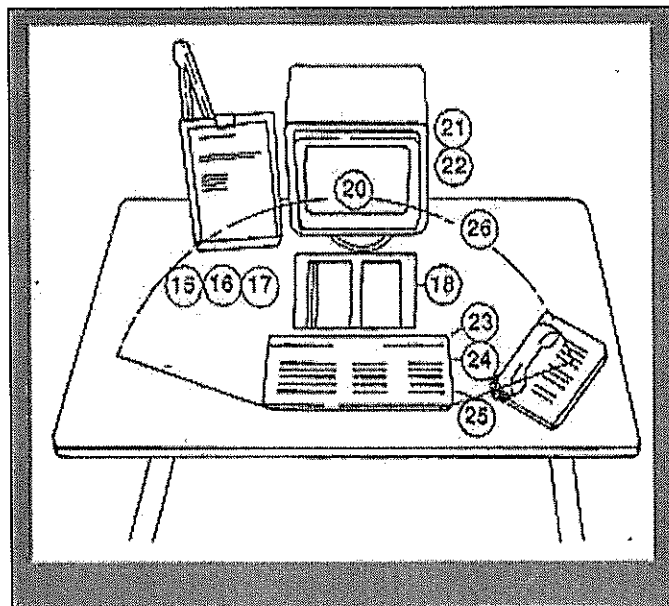
Screen

- When sitting tall and looking straight ahead, is the user looking at the top edge of the screen?
- Is the screen at a comfortable reading distance?
- Are all the characters in the display easily legible and is the image stable?
- Can the position and contrast of the screen be adjusted by the user?

Documents

- Are all the source documents legible?
- Is a document holder provided?
- Does it support all source documents adequately?

- Can documents be manipulated easily?



Layout

- Are all often-used items within easy reach? ie normal arm reach with minimal trunk movement?
- Is there sufficient space for large documents, completed work or writing?
- Is there sufficient space for CAD furniture, equipment and hard copy materials?
- Is the workstation designed to prevent undue twisting of the neck or trunk?

Keyboard

- Is the keyboard detached from the screen to ensure a comfortable working position?
- Is the keyboard thin enough for comfortable positioning of the hands (eg less than 300 mm thick for the home row of keys)?
- Is there a gel wrist support?
- Is the keyboard matt finished to prevent irritation from glare and reflection?
- Can the keyboard tray position be manipulated ie higher/lower and/or tilt?



Mouse

- Is there over reaching with the mouse?
- Can the user manipulate the mouse ambidextrously?
- Does the user know their 'short cut' keys?
- Is a trackball more appropriate?
- Is there a gel wrist support?

Environment

- Does the user find the lighting satisfactory? eg glare, reflection and the ability to read documents.
- Does the user find the noise level conducive to concentration? or for the use of voice activated keyboard tasks?
- Does the user find the temperature and airflow comfortable?

Telephone Operations and Headsets

- Is there a headset available for continuous telephone operations?
- Is the headset lightweight, adjustable and comfortable?
- Does the telephone equipment include easily adjustable volume controls?
- For telephone operations that are traffic dependent and continuous, is manual call control facility provided?

Work Organisation

- Does the user have a variety of tasks? If YES does the user have some control over the order in which they are done?
- Is care taken to avoid placing the user under to meet demanding work targets or deadlines?
- Has there been a constancy in workload recently? (preferable to sudden increases in workload or working overtime)?
- If the user is a new staff member, or has returned from leave, did they have a period to adjust to the workload?
- Have pauses been taken as a appropriate?