

# Office work space checklist

**Church:**

**Name/place of worship:**

**Description of workplace (including tasks performed):**

**Assessed by:**

**Signature:**

**date:**

## General layout

- |    |  |               |
|----|--|---------------|
| 1. | Is there adequate desk space for the person and the tasks to be performed? | Yes / No / NA |
| 2. | Is there adequate free floor space in the person's area?                   | Yes / No / NA |

## Office chair

- |     |   |               |
|-----|---|---------------|
| 1.  | The height of the chair can be adjusted.  | Yes / No / NA |
| 2.  | There is an adjustable back rest (in height, angle and depth).  | Yes / No / NA |
| 3.  | The seat has a curved edge.   | Yes / No / NA |
| 4.  | The seat and back is cloth covered.   | Yes / No / NA |
| 5.  | The base has a five-star castor base.   | Yes / No / NA |
| 6.  | The seat is adjusted so the user's thighs are parallel to the floor and feet rest flatly.   | Yes / No / NA |
| 7.  | As required, a foot rest is used to ensure feet rest flatly and thighs are parallel to the floor.   | Yes / No / NA |
| 8.  | The back of the chair is adjusted to a 100°-110° reclined angle to support the curve in person's lower back to help keep them upright when typing.  | Yes / No / NA |
| 9.  | The chair is pulled close to the work surface and the seat height is adjusted so that the person's elbows, hips and knees are roughly at 90 degrees and their forearms are parallel to, or sloping down toward the desktop. | Yes / No / NA |
| 10. | The lumbar support of the backrest is at the lumbar height of the person.   | Yes / No / NA |

## Desk

- |    |   |               |
|----|---|---------------|
| 1. | The desk used enables the person to have both feet on the floor and can use the keyboard with forearms at right angles. | Yes / No / NA |
|----|---|---------------|

## Computer placement

- |    |  |               |
|----|--|---------------|
| 1. | The advised distance between the person and the screen is usually one arms length.   | Yes / No / NA |
| 2. | The monitor is centred in front of the person to avoid extremes of head and neck bending.  | Yes / No / NA |
| 3. | The monitor is positioned where there is no light source to shine into it creating glare (i.e. at right angles to windows or away from bright lights). | Yes / No / NA |
| 4. | If glare is occurring, a glare guard is being used.  | Yes / No / NA |

## Keyboard and mouse

- |    |  |               |
|----|--|---------------|
| 1. | The mouse is near the keyboard and at the same level/height.                               | Yes / No / NA |
| 2. | The mouse and the keyboard close to the front edge of the desktop to avoid overstretching. | Yes / No / NA |
| 3. | The keyboard is at a comfortable tilt angle for the typing.                                | Yes / No / NA |

**Document positioning**

- |  |               |
|--|---------------|
| 1. Documents are positioned for ease of reading.                                       | Yes / No / NA |
| 2. A document holder is used:  |               |
| a. In a level position beside the screen (when the keyboard is in a central position). | Yes / No / NA |
| b. Directly below the screen, just above the keyboard.                                 | Yes / No / NA |

**Telephone**

- |  |               |
|--|---------------|
| 1. The telephone is in easy reach and on the correct side.             | Yes / No / NA |
| 2. If the person uses the telephone frequently, a headset is provided. | Yes / No / NA |

**Working environment**

- |  |               |
|--|---------------|
| 1. When typing, the person can have a break and stand or walk once every hour. | Yes / No / NA |
| 2. Lighting is adequate.   | Yes / No / NA |
| 3. Noise levels are acceptable.  | Yes / No / NA |