



WORKSTATION SET UP CHECKLIST

Use the following checklist to ensure each part of your workstation is set up correctly.

1. Keyboard	Yes	No
Is it separate from the screen?		
Fully functioning with readable keys?		
Has a tilt function built in, and working?		
Is it possible to find a comfortable keying position?		
Do you have a good keyboard technique?		

Hints and Tips

Try pushing the keyboard back to create more room for wrists and hands, to allow you rest comfortably when taking breaks from typing.

Don't overstretch fingers or hit keys too hard.

Make sure your wrists aren't bent upwards – is the tilt function necessary?

2. Mouse	Yes	No
Is the type of mouse suitable for the task it's used for? A standard design mouse is general purpose and may not be best suited for the task it's needed for.		
Is the positioning correct? It should be close to you, but not near the edge of the desk.		
Is there support available for your wrist and forearm? Either from a desk edge or armrest?		
Can you adjust the software settings to improve the speed and accuracy of the pointer?		

Hints and Tips

Most devices are best placed directly alongside the keyboard to prevent overreaching, and encourage a relaxed arm and straight wrist.

Altering the software settings may make the mouse easier to use and reduce the range of movement required.

3. Screen	Yes	No
Are the characters easily readable?		
Is the text size comfortable to read?		
Is the screen specification suitable for its intended use?		
Does the screen swivel and tilt?		
Are the brightness and contrast easily adjustable?		
Is the screen free from glare and reflections?		

Hints and Tips

Intensive graphic work or work involving attention to small details may require a larger screen to work comfortably.

Window coverings may need to be provided to reduce any issues with glare.

Swivel and tilt functions need not be built into the screen itself, this can be achieved by using a monitor arm or riser to find a comfortable position.

4. Software	Yes	No
Is the software used suitable for the task?		
Is it easy to use, understand and does it respond clearly to user input?		

5. Furniture	Yes	No
Is the work surface large enough to work comfortably?		
Is there space available for all necessary equipment?		
Can the user comfortably reach all the equipment and papers they need to use?		

Hints and Tips

Create more room by moving printers, reference materials etc elsewhere.

Consider a clear desk policy.

Additional power sockets should be requested, if this allows for equipment to be moved to a better location.

Consider a document holder if copy typing or reference to printed materials is needed regularly.

6. Chair	Yes	No
Is the chair suitable and stable?		
Does the chair have a working seat back height and tilt adjustment?		
Does the chair have a working seat height adjustment?		
Is the chair fitted with working castors?		
Does the backrest support the small of the users back?		
Does the chair allow you to work comfortably whilst seated?		
Are you able to place your feet flat on the floor whilst seated?		
Is there sufficient space between your knees and the underside of your desk?		

Hints and Tips

Your chair should be adjusted to fit you, if you work in a shared workspace you may need to spend some time re-adjusting the chair regularly to ensure a good fit.

For further advice about correctly configuring your chair, contact the University's Health and Safety Advisor.

7. Environment	Yes	No
Is there enough room to vary and alter position?		
Is the lighting sufficient to work comfortably?		
Does the air feel comfortable?		
Does the temperature feel comfortable?		
Are the levels of noise comfortable?		

Hints and Tips

Consider reorganising the office layout to improve the space available.

Light levels and temperature should ideally be controlled locally to allow you to adjust the heat and brightness within your work area.

DSE and other forms of equipment may dry the air, try and allow fresh air to circulate as much as possible.

If you are experiencing any other problems or symptoms you think are related to your workstation then please contact the University's Health and Safety Advisor.

Full workstation assessments can also be arranged upon request, please contact your HR Manager for details.