

# OHS IN THE OFFICE

## JANICE'S CHECKLIST



### WORKSTATION SET-UP

SET-UP  
CORRECTLY

<b>CHAIR</b>	<ul style="list-style-type: none"> <li>Adjustable</li> <li>Supports your lower back</li> </ul>	<ul style="list-style-type: none"> <li>Legs comfortably at a right angle</li> <li>Have footrest if required</li> </ul>	<input type="checkbox"/>
<b>DESK</b>	<ul style="list-style-type: none"> <li>Monitor is positioned to avoid glare</li> <li>Monitor at eye level and arm's length from face</li> </ul>	<ul style="list-style-type: none"> <li>Items positioned directly in front of you</li> <li>Items arranged based on frequency of use</li> </ul>	<input type="checkbox"/>

### WORK HABITS

ALREADY  
DO WELL

NEED TO  
IMPROVE

			ALREADY DO WELL	NEED TO IMPROVE
<b>SLOUCHING</b>	<ul style="list-style-type: none"> <li>Sit with back and neck straight</li> <li>Avoid leaning forward</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>TWISTING</b>	<ul style="list-style-type: none"> <li>Sit facing straight on to your desk</li> <li>Do not twist your neck or spine while working</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>USING THE PHONE</b>	<ul style="list-style-type: none"> <li>Do not hold the phone between your neck and shoulder</li> <li>Use a headset for long calls, or when you need to use the computer and phone at the same time</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>REACHING FOR THINGS</b>	<ul style="list-style-type: none"> <li>Do not reach for things above your head</li> <li>Use a headset for long calls, or when you need to use the computer and phone at the same time</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>CLUTTER</b>	<ul style="list-style-type: none"> <li>Avoid loose items near feet</li> <li>Boxes stored on floor</li> <li>Loose cords across walkways</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>TAKING BREAKS</b>	<ul style="list-style-type: none"> <li>Take regular breaks</li> <li>Spend 2-3 mins standing up and moving every hour</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>

### NEED ADVICE OR MORE INFORMATION?

If you experience any persistent soreness or strain, or if you require any equipment to set-up your workstation (e.g. footrest, headset) contact:

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 Manager, Health Safety and Environment  
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#### More Detailed Resources:

[Setting-Up Your Workstation](#)

[Computer Workstation Poster](#)

[Office Exercises Poster](#)

