

Working from home self-evaluation checklist

	Yes	No		Yes	No
Your workspace			Computer monitor		
Do you have sufficient space to carry out the work tasks required?	<input type="checkbox"/>	<input type="checkbox"/>	Is the top of your computer screen about 15° below eye level, with the screen able to be tilted slightly upwards to suit viewing angle?	<input type="checkbox"/>	<input type="checkbox"/>
Is the work surface of a height that allows comfortable thigh clearance when seated?	<input type="checkbox"/>	<input type="checkbox"/>	Is the screen at a reading distance that enables you to sit close to the desk?	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords, leads, power boards positioned so they do not present a tripping hazard to yourself and others?	<input type="checkbox"/>	<input type="checkbox"/>	If you are using two or more monitors, are they positioned to minimise excessive head, neck, body twisting e.g. centrally if both monitors are used equally?	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords, leads and power boards in good condition and power points not being overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	Keyboard and mouse		
Your chair			Does the design of your keyboard/mouse combination enable you to keep your arms close to your body and work in a relaxed, neutral posture during keyboard/mouse use?	<input type="checkbox"/>	<input type="checkbox"/>
Is your chair adjustable, comfortable and in good condition and does it have a stable five-star castor base?	<input type="checkbox"/>	<input type="checkbox"/>	Are your mouse, keyboard or other devices suited to your work activities and hand size and dominance?	<input type="checkbox"/>	<input type="checkbox"/>
Can you adjust the height of your chair so that the underside of your elbow is approximately the same height as the top of your desk and forearms, parallel to the floor and comfortably supported during mouse or keyboard use?	<input type="checkbox"/>	<input type="checkbox"/>	Is your keyboard angle adjusted e.g. flat on the desk; legs down, so that your hands and wrists are in a relaxed, neutral posture while typing? Upward bending of the wrist with highly angled keyboards can cause strain. Are your keyboard and other devices e.g. mouse; USB keypad on the same level?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to adjust your chair backrest height so that your lower back is supported by the curved part of the backrest and the backrest angled to achieve about a 90° angle at the hip/thigh junction?	<input type="checkbox"/>	<input type="checkbox"/>			

	Yes	No
Telephone use		

If you use your telephone frequently or for extended periods while using your computer, do you have a hands-free function or telephone headset? Yes No

	Yes	No
Lighting		

Are natural or artificial light levels, glare and reflectance appropriate for you to comfortably view your desk and computer work? Yes No

	Yes	No
Indoor air quality		

Is the temperature comfortable and not fluctuating? Yes No

	Yes	No
Work habits		

Do you take frequent, short breaks of 2 minutes every 30 minutes and alternate your work activities during the day? Yes No

Are you maintaining contact with your supervisor through regular, scheduled telephone calls or video conferencing? Yes No

Are you managing a work life balance with your working from home arrangements? Yes No

- If you answered No to any of the above questions, contact your supervisor who will provide you with assistance in optimising your workspace functionality and comfort.
- If you notice a change in how your working from home arrangements are impacting on yourself or your family you should contact your supervisor immediately to discuss your concerns.

Useful links to assist with managing the effects of Covid-19 on health and wellbeing:

- **Australian Government Department of Health** – Head to Health website: <https://headtohealth.gov.au/covid-19-support/covid-19>
- **Black Dog Institute** website: <https://www.blackdoginstitute.org.au/news/working-from-home-a-checklist-to-support-your-mental-health-during-coronavirus/>
- **This Way Up** free access to online wellbeing, physical health and mental health courses: <https://thiswayup.org.au/>
- **Lifeline:** <https://www.lifeline.org.au/get-help/topics/mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>
- **Beyond Blue:** <https://www.beyondblue.org.au/>