



# Office Safety Nominated Supervisor/Admin staff

NQS Element 3.1.1 Fit for purpose

NQS Element 3.1.2 Upkeep

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

## Computer and equipment

Can you easily adjust the computer chair?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the computer chair support your spine?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the computer chair let you sit upright while typing?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there a non-slip footrest which is large enough for both feet?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Can you adjust the keyboard to minimise wrist bending?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the keyboard clean and in good working order?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Can the position of the computer screen be adjusted?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the computer screen close enough so your neck is in a neutral, relaxed position?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are all documents displayed on the screen legible and not distorted?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Can you adjust the brightness and contrast of the screen?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the screen free of glare and reflections?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the screen clean?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Can left and right handed people easily use the mouse?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Can you use the mouse comfortably with a relaxed grip?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the mouse pad level with keyboard?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are your arms held close to your body and not extended when using the mouse?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

## Desk

Can you adjust the desk height?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the desk wide enough to easily accommodate your work needs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the desktop non-reflective and in good repair?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Can you sit with your thighs and forearms parallel to floor, keyboard at elbow height (or just above)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the desk (height) give you enough space for your legs and freedom of movement?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you keep the area around your desk/workstation uncluttered for easy access?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

## Other equipment

Can you easily reach other items you often use like telephones?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there a stepladder?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are filing cabinets and bookcases greater than 1 metre tall fixed to the wall / floor?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are the doors in good working order?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
All blinds and curtains in working order and cords inaccessible to children??	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all unused power sockets have safety plugs in them?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are electric cords and power boards always inaccessible to children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are power boards used rather than double adapters?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all power boards have overload protection and safety switches?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are the light switches easy to locate?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

## Practices

Do you rarely lift heavy objects?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you store most things between shoulder and knee height and within half an arm's length?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



Do you put any items which need to be stored above 1.8m in a dedicated storage area?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you stack paper and cardboard so it doesn't slip off a shelf?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure all cables and cords are concealed and don't obstruct entry/exit?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are light fittings adequate, clean and free of dust?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you close filing cabinets after use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure there's nothing on the floor that may cause falls?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<b>Environment</b>			
Is there access to natural light?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are noise levels in the office appropriate (eg noise from children's play can be shut out / minimised)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the temperate and air flow adequate?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have enough room to work and move freely?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required