

Work station health and safety check

Item for checking	Tick if correct
My computer desk is at the right height	<input type="checkbox"/>
My legs fit easily underneath the desk when I sit at the right height	<input type="checkbox"/>
I have enough leg room (and a footrest if required)	<input type="checkbox"/>
There is plenty of space on the desk for all the equipment and papers I need for my work	<input type="checkbox"/>
My chair is stable and fully adjustable for my comfort (height, backrest etc.)	<input type="checkbox"/>
My desk is well placed in relation to windows, sightlines, lighting	<input type="checkbox"/>
My work station and computer are well ventilated	<input type="checkbox"/>
I have individual lighting which I can control	<input type="checkbox"/>
There are adequate precautions to minimise static electricity	<input type="checkbox"/>
Everything I require for my normal work is easily accessible	<input type="checkbox"/>
My monitor can be tilted in all directions	<input type="checkbox"/>
My screen is at a suitable height	<input type="checkbox"/>
My screen is clear and readable	<input type="checkbox"/>
I can adjust brightness and contrast	<input type="checkbox"/>
My screen is easily cleaned	<input type="checkbox"/>
My keyboard is detachable and adjustable	<input type="checkbox"/>
The keys are easy to read and non-reflective	<input type="checkbox"/>
I have enough space to rest my arms (and a wrist support if required)	<input type="checkbox"/>
I have enough space for the mouse, and can use it at a comfortable angle	<input type="checkbox"/>
The available software is suitable for the tasks I perform	<input type="checkbox"/>
I have been given appropriate training in the use of the computer system	<input type="checkbox"/>
Other necessary equipment (e.g. a document holder) is available	<input type="checkbox"/>

