



University of Otago
ISO45001 Occupational Health and Safety Management System
TITLE: Workstation Assessment

WORKSTATION ASSESSMENT

Please complete this section and email back to ohn@otago.ac.nz

Name: _____ **Department and location:** _____

Area or Office Number: _____ **Contact phone number:** _____

Manager to receive the report (and recommendations if made): _____

Reason for Workplace Assessment: _____

Role: _____

Work hours and how much at a computer: _____

Outside of work other activities study, etc using computers: _____

I consent to my workstation being assessed and the details including photos if required being put on the patient management system (Medtech). I consent to a report of recommendations for change being sent to my manager and myself.

Signature _____ **Date** _____

		Recommendations
Chair – what type do you currently have? Any issues with current chair?	<input type="checkbox"/> New chair <input type="checkbox"/> Other describe:	
Is a footstool supplied? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type: <input type="checkbox"/> Metal <input type="checkbox"/> Plastic	If No: is one required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current desk type and height How tall are you (in metres)? _____ m	<input type="checkbox"/> Fixed greater than 700mm <input type="checkbox"/> Fixed under 700mm <input type="checkbox"/> Fixed with a drop-down keyboard <input type="checkbox"/> Sit/stand <input type="checkbox"/> Desktop sit/stand <input type="checkbox"/> Other:	

Document Owner: Judy Currie

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File Location: Critical Risks and Controls/Occupational Health/Ergonomics



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Do you have pain or discomfort? Yes <input type="checkbox"/> No <input type="checkbox"/> Other factors:	History of pain and discomfort: Location and nature of pain and discomfort:	
Current pain and discomfort strategies:		Are they working? <input type="checkbox"/> Yes <input type="checkbox"/> No
Referrals:		
Follow up	Comments	New Strategies
If pain, is it: <input type="checkbox"/> getting better <input type="checkbox"/> the same		As above – alternative desk arrangement to allow for comfortable keyboard work.
Recommendations sent:	To whom and when:	
Date:	Completed by: OHN	

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