



UOW SAFE@WORK

AGILE WORKPLACE ARRANGEMENT FORM

1. Contact Details	
Employee name:	Employee number:
Agile workstation duration dates:	to
Email:	Phone:
Agile workplace address/location):	
Description of work to be undertaken:	
Reason for agile workplace:	

2. Agile Workplace Checklist		
	Yes	No
Chair		
Is the chair adjusted easily from a seated position, inclusive of the seat back height and angle, as well as the seat height?	<input type="checkbox"/>	<input type="checkbox"/>
Is the seat back adjustable so that the lumbar support of the chair supports the lower back?	<input type="checkbox"/>	<input type="checkbox"/>
Does the chair have a five point stability base?	<input type="checkbox"/>	<input type="checkbox"/>
When the chair height is adjusted appropriately, are the feet positioned on the ground?	<input type="checkbox"/>	<input type="checkbox"/>
If the feet are not positioned on the ground, is a foot rest is available?	<input type="checkbox"/>	<input type="checkbox"/>
Workstation/Desk	Yes	No
Is the desk large enough for the completion of varied tasks for example computer and reading/writing? <i>The Australian Standard '4442:1997' advises this should be at least 1600mm x 800mm</i>	<input type="checkbox"/>	<input type="checkbox"/>
The work surface is not less than 700mm and not greater that 720mm in height?	<input type="checkbox"/>	<input type="checkbox"/>
Is the desk equipment laid out so frequent body twisting and rotating is not required?	<input type="checkbox"/>	<input type="checkbox"/>
Is the user is able to sit close to the workstation without any impediment?	<input type="checkbox"/>	<input type="checkbox"/>
If documents are frequently referred to, can they be positioned and supported?	<input type="checkbox"/>	<input type="checkbox"/>
Monitor/Phone	Yes	No
Is the monitor positioned at an appropriate height where the neck is able to maintain a natural position whilst working?	<input type="checkbox"/>	<input type="checkbox"/>
If using a laptop, is the screen raised or positioned on a docking station?	<input type="checkbox"/>	<input type="checkbox"/>
Is the monitor located an approximate arm's length (eg 600mm) away from the user?	<input type="checkbox"/>	<input type="checkbox"/>
Is the monitor is positioned away from direct light sources and is free from glare and/or reflection?	<input type="checkbox"/>	<input type="checkbox"/>
Phone is optimal reach (up to 450mm)?	<input type="checkbox"/>	<input type="checkbox"/>
Is a phone headset required?	<input type="checkbox"/>	<input type="checkbox"/>

