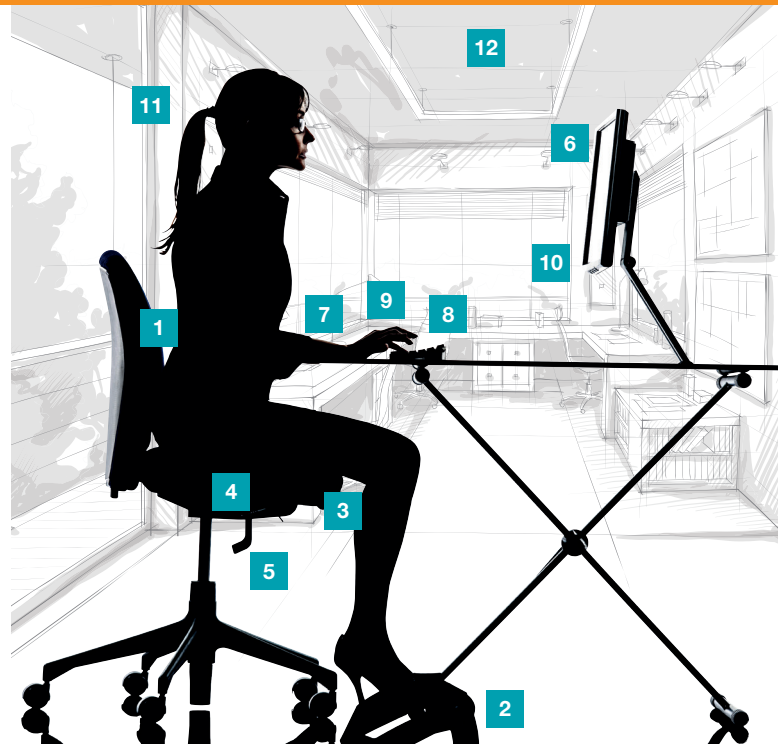


# Workstation Warrant of Fitness

Date Completed	
Employee's Name	
Colleague's Name	

**This checklist is designed to help you achieve and maintain maximum comfort at your desk as well as avoiding physical stress, strain and injury. We recommend you get a colleague to help you complete your Workstation Warrant of Fitness.**



Chair Assessment		Pass (Y/N)	Action required to pass assessment
1	The lumbar curve on your chair back should fit where a belt would sit on your waist.		
2	Your feet should be flat on the ground, or on a footrest.		
3	There should be a four-finger gap between the back of your legs, and your seat.		
4	The seat width should be your hips plus 2cm either side whilst seated.		
5	Height of chair should be adjusted so your elbow height matches your desk height.		

A properly adjusted chair improves circulation, posture, comfort and ease of work. OfficeMax have a range of ergonomic seating available that can be adjusted to your specifications. If you require a chair or footrest contact OfficeMax on 0800 426 473.

Workstation Set Up		Pass (Y/N)	Action required to pass assessment
6	The top toolbar on your monitor screen should be at eye level when viewing with an upright head and neck posture.		
7	Place your ergonomic keyboard 10-12cm from the front of your desk, allowing your elbows to be at 90 degrees.		
8	Your keyboard should be flat so typing is done with a neutral wrist.		
9	Your mouse should be as close as possible to the keyboard (avoid overstretching, your arms should be close to your body).		
10	Your monitor screen should be an arms length away.		
11	Your headset and phone should allow good posture and multi-tasking.		
12	You should have good lighting over your workplace with no glare or reflections.		

A well arranged desk will help create an environment that will reduce stress, strain and injury. Contact OfficeMax on 0800 426 473 to find out what ergonomically correct office furniture and equipment you require.

Workstation Warrant of Fitness passed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Re-assessment date (advise 6 months time)	
Employee's Signature	
Colleague's Signature	

For more information and assistance please contact your OfficeMax Account Manager, our Customer Services team on **0800 426 473**, or email [enquiries@officemax.co.nz](mailto:enquiries@officemax.co.nz)