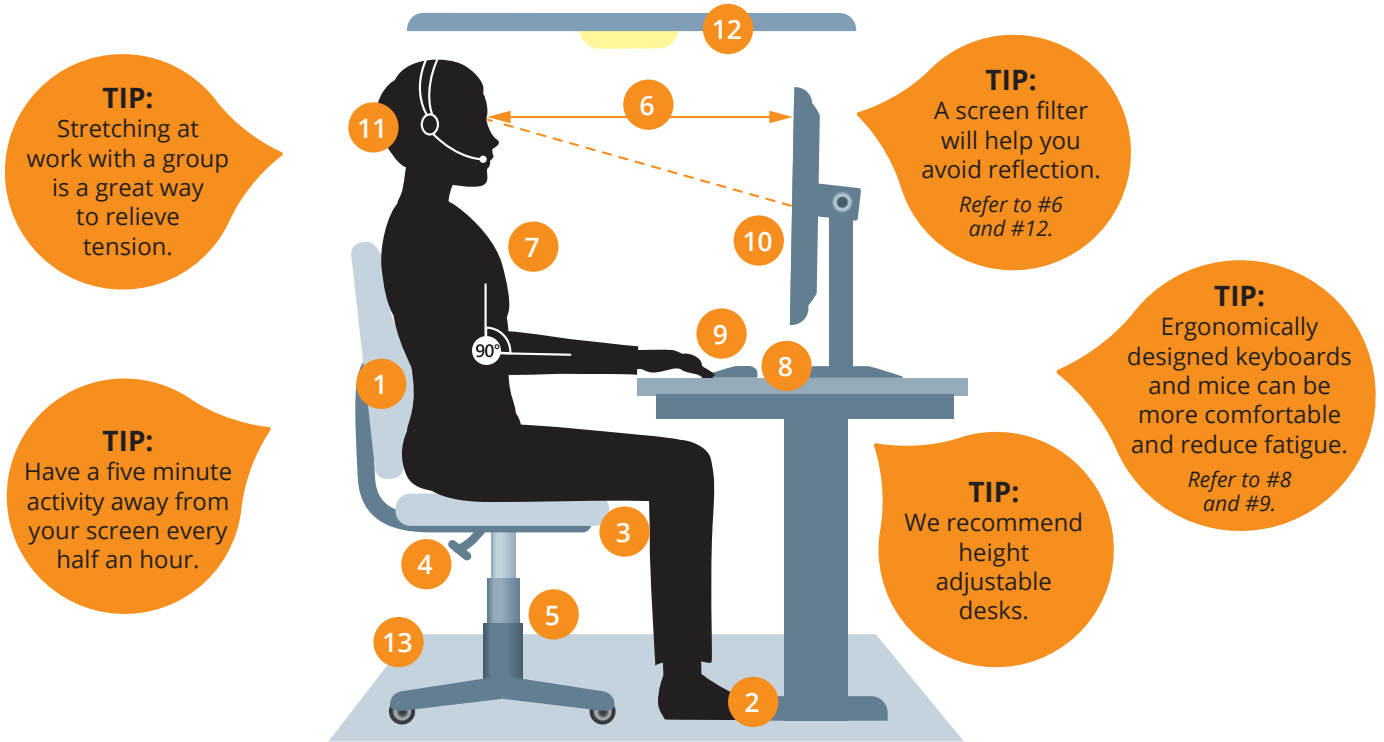


Warrant of Fitness

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 | | |
| 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 arm's 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 | | |
| 13 | A chairmat allows your chair to roll smoothly and help minimise anti-static shock | | |

Workstation Warrant of Fitness passed? Yes No

| | | | |
|------------------|--|-----------------------|--|
| Name | | Signature | |
| Colleague's Name | | Colleague's Signature | |
| Date Completed | | Reassessment Date | |

For more information please contact your OfficeMax Account Manager

officemax.co.nz
0800 426 473

