

OCCUPATIONAL SAFETY AND HEALTH – OOS CHECKLIST

CHECKLIST FOR BI-MONTHLY OOS INSPECTIONS (To be used in conjunction with staff list)

ITEM

Is furniture set up appropriately

Screen position
Copy position
Chair correctly adjusted
Footstool available (if required)
Workstation set up to minimize glare
Mouse on same level as keyboard

Lighting

Is contrast and copy lighting acceptable
Is there any screen reflection or glare

Staff Knowledge of workstation set up

Does the team member know how to adjust furniture
Are they aware of ideal workstation set up
Do they know the symptoms of OOS
Are they aware of exercises, pauses, work rotation to minimise OOS

Symptoms

Are there any recent problems with OOS Symptoms
Are there any problems with eyestrain
Does the team member know the procedure for reporting symptoms

Workload

Are deadlines achievable
Is extra help available if needed.
Are post absence workloads appropriate

Stress

Is Job Description still relevant
Does communication with supervisors enable discussion on workloads, other issues?
Is the team member aware of firm policy on workplace harassment and how to address this

General (if appropriate – i.e. if recent issues with OOS, or if doing lots of data entry)

Exercises before work
Exercises or breaks during work
Micropauses - 10 seconds every 3 - 5 minutes
Work Rotation
Body at right angles to workstation
Correct use of mouse
Correct keying technique