

## OHS Assessment

Occupational health and safety (OHS) legislation in Australia aims to prevent injury and disease to persons in the workplace. Employers must comply with the state, Territory or Commonwealth legislation which applies to them.

As a temporary employee of elle belle recruitment you are to ensure you work in a safe and compliant workplace whether in an office or working from home. Please complete the following checklist to ensure you undertake correct working habits while working with elle belle recruitment.

Checklist	Please Tick		Please Tick
Ensure you adhere to required COVID-19 and social distancing policies including good personal hygiene	<input type="checkbox"/>	Ensure the computer image is clear, stable and free from reflections and glare.	<input type="checkbox"/>
Ensure you perform regular pause exercises during computer operation at least every hour, including changing you visual focus.	<input type="checkbox"/>	Ensure the monitor and keyboard are aligned and directly in front of you so that you do not twist to reach the keys.	<input type="checkbox"/>
Alter your seat posture regularly throughout the day. Eg: reclining whilst on the phone and sitting upright again to key.	<input type="checkbox"/>	Ensure the keyboard is located in close proximity to the body to avoid overreaching to key.	<input type="checkbox"/>
Ensure your chair is high enough or your desk is low enough so that your elbows are level with or slightly higher than your keyboard while you type.	<input type="checkbox"/>	Ensure your shoulders are relaxed when the hands are resting on the keys with the upper arms hanging naturally and the lower arm at approximately 90 degrees.	<input type="checkbox"/>
When possible, ensure your chair has a fully adjustable chair height, back rest position and seat tilt.	<input type="checkbox"/>	Ensure your wrists are straight and in line with the forearm whilst keying or using the mouse, to avoid excessive bending to the side or upwards.	<input type="checkbox"/>
Where possible ensure you have a stable footrest if your feet are not flat on the floor when sitting.	<input type="checkbox"/>	Ensure the mouse is at the same level as the keyboard and u sit as close as possible to the keyboard to avoid stretching your arm out to the side or across the desk.	<input type="checkbox"/>
Ensure your desk provides adequate clearance for your legs to allow close access to the work task.	<input type="checkbox"/>	Ensure you have a relaxed grip when using the mouse.	<input type="checkbox"/>
While you are working on the computer, ensure your chin is tucked in towards the chest and aligned with the spine rather than poking forward or upwards.	<input type="checkbox"/>	Ensure the position of your source documents is in line with or close to your monitor and around eye level to avoid excessive twisting or bending of your neck.	<input type="checkbox"/>
Ensure the computer screen is at a comfortable reading distance from the operator (350mm to 750mm).	<input type="checkbox"/>		

\*please type your name in the signature field below  
Name:

Date:

Signature: