Workplace Ergonomics Observation Checklist

This checklist is to be completed by the assessor.

For a satisfactory result, all steps of the procedure must be performed to the standard described below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of Observation** | | | | | | | |
| **RTO:** | | The Academy of Interactive Entertainment | | | | | |
| **Candidate Name:** | | Click here to enter Learner Name. | | | | | |
| **Assessor Name:** | | Click here to enter Assessor Name. | | | | | |
| **Assessment Date:** | | Click here to enter a date. | | | | | |
| **Assessment Name:** | | Game Production – Workplace Ergonomics | | | | | |
| **Observation Checklist** | | | | | | | |
| **Did the Candidate:** | | | | | | **Yes** | **No** |
|  | Has the candidate adjusted the height of their chair so that their feet are on the ground, thighs are parallel to the ground, and their desk is at elbow height?  If the desk is too high, has the candidate raised the chair and use a footrest to keep their feet grounded? | | | | |  |  |
| **Comments:**  Click here to enter comments. | | | | | | |
|  | Has the candidate adjusted the backrest of their chair so that the curve comfortably fits their lower back? | | | | |  |  |
| **Comments:**  Click here to enter comments. | | | | | | |
|  | Has the candidate maintained proper posture while sitting at the computer, keep their back straight and shoulders back? | | | | |  |  |
| **Comments:**  Click here to enter comments. | | | | | | |
|  | Has the candidate put the keyboard at the front of the desk so that they don’t have to reach as far to type? | | | | |  |  |
| **Comments:**  Click here to enter comments. | | | | | | |
|  | Has the candidate ensured the top of their monitor(s) are at eye level when sitting down? | | | | |  |  |
| **Comments:**  Click here to enter comments. | | | | | | |
| **6.** | Has the candidate:   1. Enabled the Night Light feature of the operating system, or 2. Installed and set up the F.lux program (or similar), or 3. Demonstrated they know how to do either (1) or (2) by explaining or ‘walking through’ the process? | | | | |  |  |
| **Comments:**  Click here to enter comments. | | | | | | |
| **Results** | | | | | | | |
| **Overall Performance:** | | | **Competent** | **Competency Not Achieved** | | | |
| **Feedback to Candidate:** | | | Click here to enter text. | | | | |
| **Assessor Signature:** | | |  | | **Date:** Click or tap to enter a date. | | |