**Procedure for Assessing your Workstation or Office**

Ensuring your workstation is suitably adjusted to support good working posture is an essential part of reducing the risk of injury. There are various ways for this to occur, as outlined below:

1. **Recently commenced employment**
   - If you have recently commenced employment, have relocated desk or are experiencing symptoms of physical injury, strain or discomfort:
     - Do a self-check. [Setting up your workstation guide](mailto:enquiries@anu.edu.au?subject=Setting%20up%20your%20workstation%20guide) will help.
     - Complete at 20 minute on-line interactive Safety TV session. Email [ohstraining@anu.edu.au](mailto:ohstraining@anu.edu.au) for information.
     - Request an Occupational Strains Liaison Officer (OSLO) assessment, or if not sure who your OSLO is, contact your HR Manager.

2. **Diagnosed medical condition and/or have a medical certificate**
   - As a first step please submit an incident notification in [HORUS](http://www.horus.anu.edu.au) and an assessment time will be arranged via the Injury prevention staff at Work Environment Group.
   - An Allied Health Professional/ Ergonomic Advisor from Work Environment Group will contact you for a workstation assessment. Following the assessment it may be determined that you require key changes to your workstation setup and/or work practices. A report outlining these recommendations will then be sent to you and your supervisor.

3. **Use of external providers**
   - At times external providers may be used to conduct the workstation assessments, following discussion with the university occupational/Physio/EP therapists and the area HR managers.

4. **Assessment of Home Based Office**
   - Home based assessments are generally outsourced
   - For assessment of home office please refer to the [home based work procedure](http://www.anu.edu.au) which is offered in conjunction you’re your local HR team.