



SELF-ASSESSMENT CHECKLIST

Only eligible employees should complete this checklist.

Equipment / Facilities	Montego Pet Nutrition owned	Employee owned
Computer / Laptop <i>(please circle)</i>		
Wireless Internet Access / Modem <i>(please circle)</i>		
Personal Printer		
Landline / Mobile phone <i>(please circle)</i>		
Home Office with desk, chair		
Training	Complete	Need further assistance
Workstation environment		
		Yes No
Is the floor space free of tripping hazards (cables, etc.)?		
Is the lighting adequate for the tasks being performed?		
Are noise levels acceptable?		
Does the chair have adequate support?		
Are there adequate power outlets to run the computer and other equipment?		
Is modem / wireless internet access available?		
IT equipment, software and service requirements have been confirmed with IT Services and can be supported.		
Is the computer monitor approx. 600mm from you?		
Is the top edge of the computer monitor at the eye level of the user?		
Is the computer monitor free from glare and reflections from lights?		
Can the angle or position of the monitor be easily changed?		
Is the keyboard at a comfortable tilt angle or flattened for touch typing?		

SIGNATURE: EMPLOYEE

Date of Self-Assessment

SIGNATURE: SUPERVISOR / MANAGER