Workstation Pre-Start Checklist

Workstation	Yes/No
Workstation is set so that:	
• Computer is plugged in and turned on	
• No double adaptors are being used (power boards with safety switches may be used when needed)	
• Cords are not frayed/broken and in good condition	
• Computer hard drive (box) has air flow around it (at least 5cm from a wall or other large objects)	
• Computer is password protected	
• Chair is set on a hard surface or plastic matt	

Upload images of the workstation set up.

Take a photo of the workstation area which shows power cables/plugs, ventilation and the floor area

Click on this field. Navigate to the Insert Ribbon and click on the image button. Use the browse window that appears to choose the image from your computer.

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