

Task 1 checklist

Assessor/third party to complete

Candidate name:

Candidate #:.....

Tick Yes if the instruction has been successfully completed. Tick No it was not.

Instruction	Yes	No
1. Set up your workstation furniture and equipment in a way that is appropriate for you. Demonstrate how the positions of the following are ergonomically correct. <ul style="list-style-type: none">• chair• mouse• keyboard• monitor		
2. Check your chair height is set appropriately for you. Demonstrate that the current height positions you correctly at the workstation.		
3. Demonstrate the correct posture for sitting at your workstation.		
4. Turn on your computer and log on. Start Excel.		
5. Demonstrate how to close Excel and shut down your computer to prevent data loss.		
6. Demonstrate two exercises which can be performed to reduce the risk of OOS.		
7. Explain how you could organise your daily tasks to reduce the risk of OOS.		
8. Demonstrate or explain how you could use power saving options on your computer equipment.		
9. Demonstrate or explain two methods for conserving paper in your workspace.		
Comments		
Has the candidate successfully completed all observation tasks?		
Assessor/third party signature		
Date		