

SUBMISSION TEMPLATE : SHORT REPORT

*Completing this template replaces the Short Report. However, for fitouts with more than 100 users, a separate short report must still be submitted as supporting documents to the template

IEQ – 9 ERGONOMICS

Project Name: _____

Project Number: GS- _____

Points available: 2

Points claimed: _____

Criteria	Points available	Points claimed
Implementation	1	_____
Operation	1	_____

Minimum Compliance - Design

I confirm that all specified furniture and equipment in this project been ergonomically designed.

[I confirm that I have attached supporting documents that support these claims](#)

Points available: 0

☐ I CONFIRM

Supporting Attachments:

- Attach product data sheets for each new furniture item to demonstrate ergonomic design features
- If furniture has been reused, attach a short report written by a sustainably trained professional describing the specifications and indicating the dimensions.

[Insert the following information]

I confirm that the fitout has _____ users. [Insert number of users]

☐ I CONFIRM

Implementation

I confirm that an ergonomics assessment has been conducted for each user.

[I confirm that I have attached supporting documents that support these claims](#)

Points available: 1

☐ I CONFIRM

Operation

I confirm that an on-going ergonomics operational plan has been established to ensure that good ergonomics principles are employed throughout the design life.

[I confirm that I have attached supporting documents that support these claims](#)

Points available: 1

☐ I CONFIRM

[Insert the following information below]

- List of all the products relevant under this credit that are used in the fitout, indicating the design, selection of each work setting and the supplier/ manufacturer (refer to Additional Guidance)

- Statement of confirmation that an Ergonomics Assessment has been conducted for all non-computer users and computer users.

☐ I CONFIRM

Where re-used furniture has been used

- Description of how the re-used furniture has met the ergonomic design features.

For fitouts with less than 100 users

- Description of the process undertaken in the fitout design and selection of furniture aimed at maximising ergonomic comfort and confirmation that the resulting design achieves this aim.

- Confirmation that there is a trained workplace assessor, an ergonomist manual and a workstation assessment/ display screen equipment assessment form available to the user.

Attachments:

- a. Attach **Manufacturers Data sheet(s)**
- b. Attach **Workplace Assessor Training/ Certification / Contract** in accordance with the additional guidance provided in IEQ -9 Credit
- c. Attach **Ergonomics Manual OR Signed Confirmation** in accordance with the additional guidance provided in IEQ -9 Credit
- d. **Short report** prepared by certified ergonomist for fitout with more than 100 users.
 - a. Description of the process undertaken in the fitout design and selection of furniture aimed at maximising ergonomic comfort and confirmation that the resulting design achieves this aim.
 - b. Confirming that there is a trained workplace assessor, an ergonomist manual and a workstation assessment/ display screen equipment assessment form available to the user.

Discussion: Insert any issues you would like to highlight and clarify to the Assessment Panel.

Author Details:

[Name]

[Position]

[Contact Details]

[Date]