



Workstation Set-Up & Ergonomics

WORKSTATION SET-UP

> CHAIR / DESK

- Position the lumbar support in the curve of your lower back.
- Ensure your shoulders are relaxed, elbows bent and forearms supported on the desk.
- Ideally your hip angle should be 90 degrees or greater, and your knees at 90 degrees.
- Your thighs should be supported by seat of the chair with a 2-4cm gap between your knees and the front of the chair.

> FEET

- Keep your feet flat on the floor, or supported by a footrest.

> DOCUMENTS

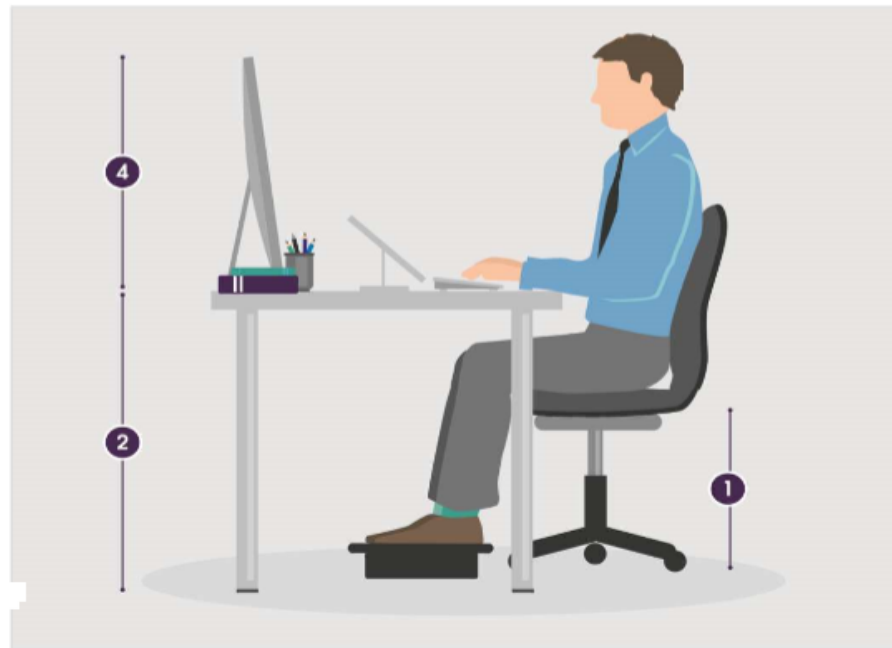
- Place source documents between the keyboard and monitor.

> KEYBOARD / MOUSE

- The distance between the keyboard/mouse and edge of your desk should provide enough space to allow support of your forearms on the desk.
- Keep your keyboard flat (legs down).
- Place your hands and wrists in a neutral position.

> MONITOR

- Place the screen an arm's length away.
- Position your screen (height and angle) so your neck is in a neutral position.
- Ideally your gaze should rest within the top third of the screen.




> STANDING WORKSTATION

- Ensure your shoulders are relaxed, elbows bent and forearms are supported on desk.
- Apply the principles for keyboard, mouse, monitor and document holder as per seated workstation.
- Alternate between seated and standing posture regularly - aim to stand for 20 minutes per hour.
- Shift your weight from time to time to reduce strain on your legs and back.
- Ensure you wear comfortable footwear.




Workstation Set-Up & Ergonomics




> REACH SECTORS

- Commonly used items should be within a comfortable arm's reach.
- If you need to use anything that's beyond your arm's reach, stand up and move your feet. Avoid leaning and over-reaching.
- Consider rotating the position of regularly used items for variety.



Primary screen



Equal screens

> MULTIPLE SCREENS

When using multiple screens:

- If you use a primary screen for most of your work, place the primary screen directly in front of you. The secondary screen should be just offset to the side.
- If you use your screens equally, ensure you are centrally positioned between both screens. Angle the monitors slightly so they form an arc.
- Use screens of the same size where possible.
- Ensure your screen settings are the same (e.g. brightness, contrast).
- Follow the same ergonomic principles for setting up the height and position of your screens.

> GENTLE STRETCHES YOU CAN DO AT YOUR DESK

- Take regular stretch breaks throughout the work day.
- Make sure your stretches are gentle and smooth movements.
- Hold each stretch for 5 to 10 seconds.
- If a stretch causes any pain, stop it immediately.



Chin Tuck	Lower Back	Shoulder Stretch	Wrist, Hand and Arms
Look straight ahead. Move chin backwards with chin parallel to the floor.	Stand up. Support your lower back with both hands and gently arch back.	Take your ear towards your shoulder. Straighten your opposite arm, take fingers towards the ceiling.	Interlace fingers, palms outwards, and straighten arms in front.

> MOVE MORE

It's important that you take regular opportunities to move your body and vary your posture regularly throughout the work day. This can help prevent fatigue, release muscle tension and improve your overall health and well-being.

Some easy ways to move more include:

- Try standing or walking during meetings.
- Use the stairs instead of the lift.
- Take 'micro-breaks' by getting up every hour to collect printing, use the bathroom, get a drink, or talk to a colleague.
- Set reminders to get up and move more frequently.
- Have lunch away from your desk.
- Every 20 minutes, look at something 20 feet away for at least 20 seconds to prevent eye fatigue.