

Workstation Set Up

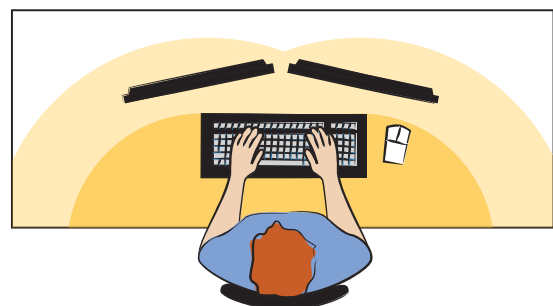
- 1 Recommended height of chair from top of seat pan to ground is: _____
- 2 Recommended height of desk from desk surface to ground is: _____
- 3 Recommended height of screen from top of monitor to desk is: _____
- 4 Feet firmly supported on ground.
- 5 Arms to be parallel to desk surface.
- 6 Thighs to be parallel to ground. Back of knees clear of chair by approximately 2-3 fingers width.
- 7 Hip angle to be between 90-105°.
- 8 Adjustable backrest supports lumbar curve of spine.
- 9 Wrists are neutral and in line with forearms.



- occasional work area
- usual work area



If one monitor is viewed more than the other then the less used monitor should be offset to the side



If both monitors are viewed for similar periods of time then monitors should be offset to either side



...maximising your potential

Workstation Set Up

With ergonomics, remember to:

Get up and move

Get up and move around. Avoid prolonged static postures. Get your circulation going and breathe deeply to get more oxygen to your muscles.

Mix it up

Vary daily activities and take short breaks.

Get Adjusted

Adjust the height of the chair, lumbar support and back rest angle.

Learn Proper Posture

Strive to adapt your postural habits at the computer and desk. Maintain the natural curve of your spine and be aware of your joint posture at shoulders, elbow and wrist.

Quick and simple workstation checklist

The Right Chair

- ☐ Is your chair high enough so that your elbows are slightly above the height of your desk?
- ☐ Are you sitting as far back in your chair as possible?
- ☐ Is there space between the edge of the chair and back of your legs?
- ☐ Is the seat pan tilt horizontal?
- ☐ Is the lumbar support of your chair in the small of your back?
- ☐ Is the back rest upright or in a slightly reclined position?

Desk Height

- ☐ Is there adequate legroom under the desk?
- ☐ Is your chair high enough so that your elbows are slightly above the height of your desk?

Do I Need a Footrest?

- ☐ Are your feet resting firmly on the ground with a hip angle of 90 - 105 degrees? If not, you may need a footrest.

The Best Document Position

- ☐ Are you regularly entering data from documents into the computer? If so, you may need a height adjustable document holder, for placement between the keyboard and monitor.

Monitor Position

- ☐ Is the top of the screen at or slightly below eye level?
- ☐ Is the screen approximately an arms length away from you whilst seated, or at a distance that is visually comfortable for you?
- ☐ Is the screen adjusted slightly upwards to accommodate the viewer looking down?
- ☐ Is the screen free of glare / reflection?

Mouse/Equipment Position

- ☐ Is your mouse (and other frequently used equipment) positioned within an elbows length away with your hands/wrists in a neutral position, shoulders relaxed and elbows by your side?

Work Surface

- ☐ Are infrequently used items stored elsewhere (ie in filing cabinet / storeroom)?
- ☐ Does the work surface accommodate all required materials?

Dual Monitors Equal viewing time

- ☐ Are the monitors central to you and offset to either side?

Dual Monitors Unequal viewing time

- ☐ Is the less used monitor offset to one side?
- ☐ Are the dual monitors at the same height and distance from you?



...maximising your potential