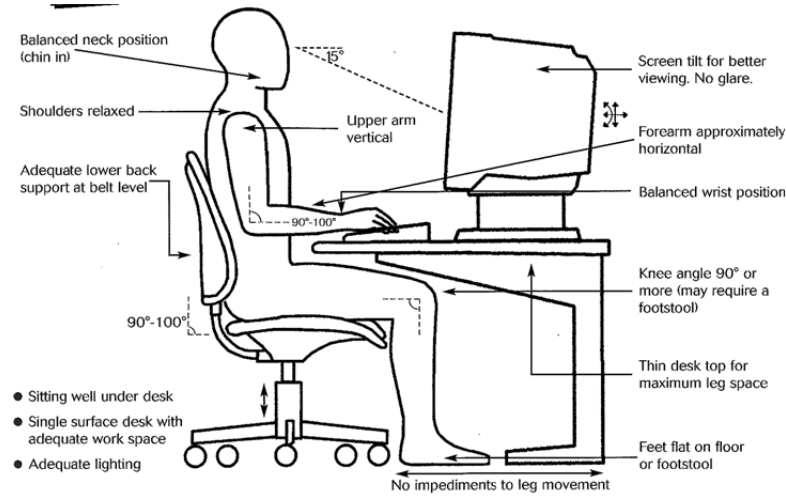


WHS Injury / Illness Management (Rehabilitation) Workstation Set up Guide



Sitting Height

Seat height should be set so that your elbow angle is 90° when operating keyboard. Ensure you have sufficient legroom. Use a footstool if you need to raise your feet so they are flat and that knees and hips are level when seated.

Chair Seat

Sit back into chair - length of thighs should be supported (3 finger gap between back of knee and front of chair). Back of chair should be horizontal or slightly tipped forward. Plastic floor mats should not be used.

Chair Backrest

The backrest of your chair should be set so that lumbar support matches curve of lower back, angled at 90° – 100° to seat. Arm rests should not prevent close access to the desk – it is generally recommended to remove arm rests.

Screen

The toolbar on the monitor should be at or slightly below the line of sight whilst looking directly ahead. Screen should be about arms length distance when seated. This may vary depending on screen size and person's vision.

Keyboard

The keyboard should be positioned flat and close to the edge of the desk and aligned with the computer screen. Centre the keyboard to your chest using the GH keys for letter-key work and reposition keyboard for number-key work or other desktop work.

Mouse

Position the mouse so that it is as close to the keyboard as possible and aligned with your keyboard. A mouse pad is recommended. If using a laptop a separate mouse should be used.

Lighting and noise

Avoid glare and reflections. Minimise distracting and loud noise.

Positioning items

Keep any items that you use regularly close by so they can be reached without stretching. Use document holder if frequently referring to paperwork when typing. Keep tasks in midline i.e. directly in front of you. Side desk drawers should be positioned on the dominant side of your desk (i.e., right handed people should have drawers on the right side of their desk).

Telephone

Telephone should be positioned within arm reach on dominant side next to monitor. Avoid cradling the phone between neck and shoulder. Consider use of a headset to reduce neck and shoulder tension if frequent telephone use is required or alternatively, low-volume speaker phone use.

Breaks

Rotate tasks frequently, take micro pauses, sit to stand, rest eyes by touring away from the monitor screen. Once an hour stand up and walk around, collect items from printer, perform basic stretching exercises for 2-3 minutes.