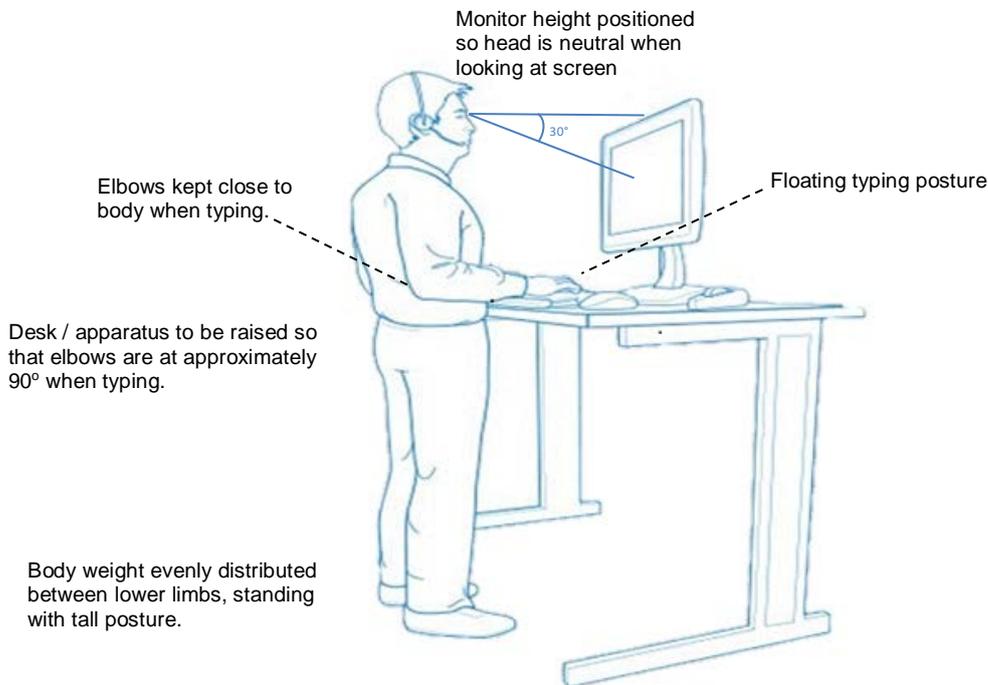


HSE-GUI-008c - Standing Workstation Setup Guideline

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Users should alternate between seated and standing positions frequently for maximum benefit.

A suggested routine for frequent posture change is
Sit: 45 minutes
Stand: 15 minutes
Repeat each hour.

Users should observe their general fatigue levels and adjust the suggested timeframes as needed.

Many of the same ergonomic principles apply when standing at a workstation, as when seated. All employees with a Sit to Stand Workstation should complete the HSE-GUI-008a Ergonomic Workstation Self-Assessment to check positioning at their desk in both a seated and standing position. A Sit to Stand Workstation should be used as an adjunct to other strategies for increasing movement, outlined in HSE-GUI-008f Activity Based Work Guideline.

- Step 1:**
Standing Height Adjust standing height so that the elbow angle is approximately 90° when operating keyboard, elbows should be slightly above the height of your desk surface.
- Step 2:**
Standing Posture Stand with weight evenly distributed through both lower limbs. Avoid standing completely still for prolonged periods. Regularly alternate standing posture with sitting.
- Step 3:**
Monitor The monitor height should remain the same as when the user is seated, i.e. toolbar on the monitor sitting at or slightly below the line of sight. Monitor should be positioned about one arm's length (approximately 50cm) away from user. This may vary depending on an individual's vision / use of bifocal glasses. Refer to workstation self-assessment for additional information regarding monitor positioning.
- Step 4:**
Keyboard The keyboard should be positioned flat (kickstands down), and placed on the desk in a location that allows elbows to remain by the side of ribs when keying. Centre the keyboard to the chest using the GH keys for letter-key work and reposition keyboard for number-key work or other desktop work. Forearms may rest on the desktop, or hover above the desktop whilst keying.
- Step 5:**
Mouse Position the mouse so that it is as close to the keyboard as possible and aligned with the keyboard. A mouse pad is recommended. It is good practice to switch between left and right handed mouse use to reduce overuse of the dominant hand. Operate the mouse using the shoulder and elbow as the pivot point, rather than the wrist. Keyboard shortcuts assist to minimise mouse use.
- Step 6:**
Phone Telephone should be positioned within arm reach on non-dominant side next to monitor. Avoid cradling a telephone / mobile phone between the ear and shoulder. Consider use of a headset to reduce neck and shoulder tension if simultaneous typing, writing, and telephone use is required.

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Note: Anti-fatigue mats should be considered for those standing on hard floors but are not necessary on carpet with underlay. Appropriate footwear will assist to manage comfort when standing i.e. low heel and supportive. Consider use of WorkRave program or calendar reminders for postural change.

Internal Resources HSE-GUI-008a Ergonomic Workstation Self-Assessment
HSE-GUI-008d Sit to Stand Workstation Information Guideline
HSE-GUI-008e Ergonomic Equipment Purchasing Guideline
HSE-GUI-008f Activity Based Work Guideline

External Resources [Worksafe Queensland](#)
[Worksafe Queensland: Guidelines for the selection and use of sit to stand computer workstations](#)
[WorkRave Program](#)
[Keyboard shortcuts](#)