Standing Workstation Setup Guideline

Monitor height positioned so head is in neutral when looking at screen.

Eyes looking slightly downward (30° range from horizontal line of sight).

Desk/apparatus to be raised so that elbows are at approximately 90° when typing.

Floating typing posture

Elbows kept close to body when typing

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

Body weight evenly distributed between lower limbs, standing with tall posture

**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 WHS-PRO-CHK-007a 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 WHS-PRO-GUI-007f Activity Based Work Guideline.

Standing Workstation Setup 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.

Standing Workstation Setup Guideline

WHS-PRO-GUI-007c

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Step 3: Monitor

The monitor height should remain the same as when the user is seated, i.e. eyes/forehead lines up with the top edge of the computer screen, creating a 30° viewing angle when looking at the centre of the screen. Monitor should be positioned about an arm's length away (approximately 50cm) from the user. This may vary depending on a person's vision/use of bifocal glasses. When using a single monitor, place this directly in front of you. When using dual monitors, you may position the primary monitor directly in front of you and the secondary monitor to the side, or, you may centre both monitors in front of you angling them in slightly.
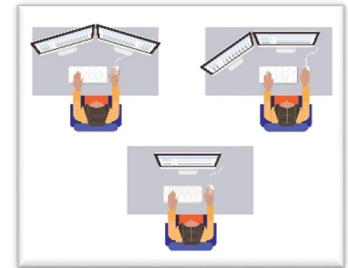

Step 4: Keyboard

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. A floating typing posture is recommended when standing.
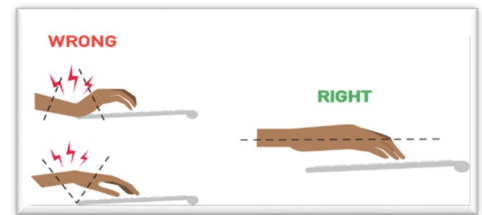
Step 5: Mouse

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. Use keyboard shortcuts to minimise mouse use.
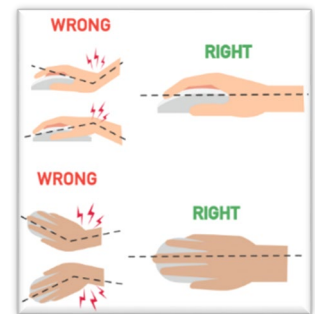
Step 6: Phone

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.

Note:

The purpose of a Sit to Stand Desk is to enable regular postural change throughout the day. Standing, like sitting, is a static posture which does not address our body's need for movement.

Note:

When used incorrectly, Sit to Stand Workstations can introduce new hazards. Users should review the WHS-PRO-GUI-007d Sit to Stand Workstation Information Guideline for information on risks and controls.

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. flat and supportive shoes. Consider use of electronic reminders for postural change.

Internal Resources

WHS-PRO-CHK-007a Ergonomic Workstation Self-Assessment

WHS-PRO-GUI-007d Sit to Stand Workstation Information Guideline

WHS-PRO-GUI-007e Ergonomic Equipment Purchasing Guideline

WHS-PRO-GUI-007f Activity Based Work Guideline

External Resources

https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/hazardous-manual-tasks/working-with-computers/setting-up-your-workstation