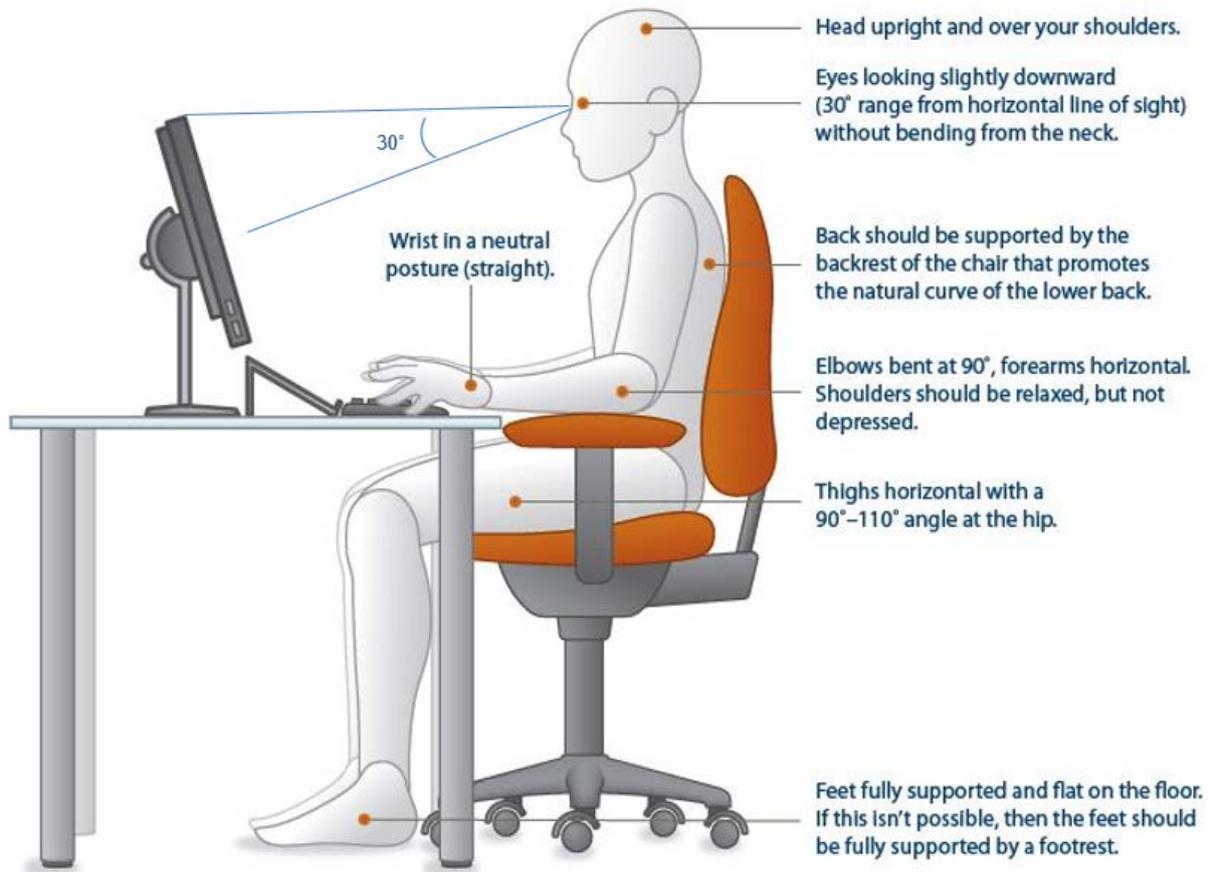


HSE-GUI-008b - Seated Workstation Setup Guideline

Electronic copies of this checklist are current. All other copies are uncontrolled and currency can only be assured at the time of printing



Step 1:
Sitting Height

Adjust seat height so that the elbow angle is approximately 90° when operating keyboard, elbows should be slightly above the height of the desk surface. Use a footrest if feet need to be raised so they are flat and that knees and hips are level when seated.

Step 2:
Seated position

Sit back into the chair, most of the thigh should be supported (there should be approximately 2-3 finger gap between back of knee and front of chair). The backrest of the chair should be set so that lumbar support matches curve of lower back, and creates an angle of 90° – 110° at the hip. Arm rests should be removed if they prevent close access to the desk.

Step 3:
Monitor

Raise or lower the monitor height so that the eyes line 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. Refer to self-assessment for additional information regarding dual screen use and 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 sides when keying, not out in front of the body. 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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**Step 7:
Workstation
area** Ensure that there is sufficient legroom under the desk. Frequently used items should be within close reach, and unnecessary items positioned further away. Plastic floor mats should not be used unless plush carpet affects ease of chair manoeuvrability. Avoid glare and reflections from bright lights or windows. Minimise distracting and loud noise.

**Note:
Laptop Use** Laptops should not be used for a prolonged period of time as they do not allow for optimal body positioning. If required to use a laptop for prolonged periods of time, it is recommended that an external monitor or laptop stand is used, together with an external keyboard and mouse.

**Note:
Breaks** Rotate tasks frequently, take microbreaks every 30 minutes to alter body position, incorporate movement, and rest eyes by looking 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. Consider use of WorkRave program or calendar reminders for breaks.

**Note:
Gym Balls** Gym balls are a useful exercise and rehabilitation tool, but are not suitable for use as an office chair due to their lack of postural support and the creation of a hazard within the workplace.

**Internal
Resources:** [HSE-GUI-008a Ergonomic Workstation Self-Assessment](#)
[HSE-GUI-008c Standing Workstation Set Up Guideline](#)
[HSE-GUI-008d Sit to Stand Workstation Information Guideline](#)
[HSE-GUI-008e Ergonomic Equipment Purchasing Guideline](#)
[HSE-GUI-008f Activity Based Work Guideline](#)
[Generic Daily Stretches](#)

**External
Resources** [Worksafe Queensland](#)
[Worksafe Queensland: Office Workstations](#)
[Worksafe Queensland: Safe Use of Laptops](#)
[Worksafe Queensland: Ergonomic Guide to Computer Based Workstations](#)
[WorkRave Program](#)
[Worksafe Victoria: Guidance note on Gym Balls](#)
[Keyboard shortcuts](#)