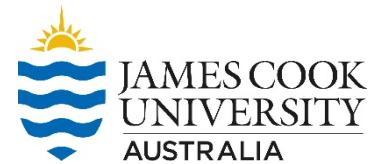


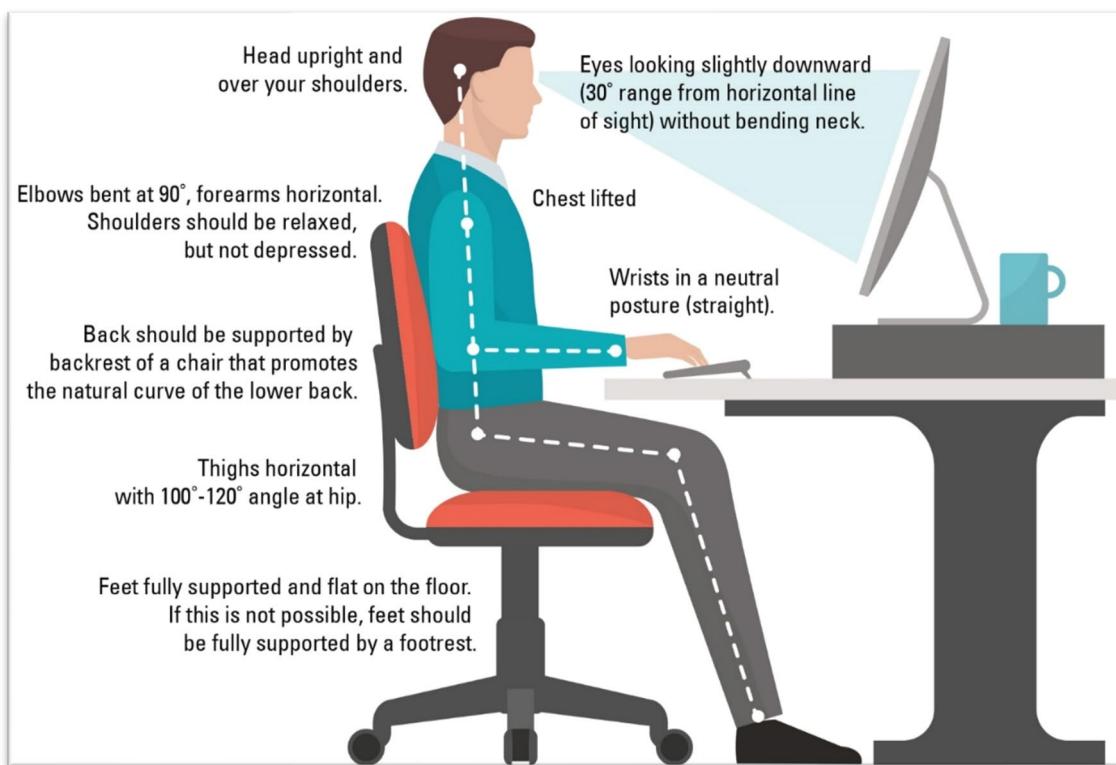
Seated Workstation Setup Guideline

WHS-PRO-GUI-007b



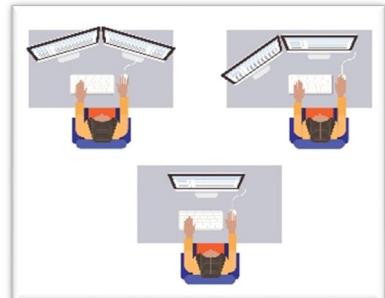
Electronic copies of this checklist are current. All other copies are uncontrolled and currency can only be assured at the time of printing

Seated Workstation Setup Guideline



Seated Workstation Setup Guideline

| | |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work surface | A suitable work surface is required. This comprises of a flat smooth surface, sufficient space for all computer and accessory equipment, sufficient space for legs underneath the surface, and at a height enabling optimal working posture (described in Step 1). |
| Chair | An ergonomic chair is one which can be adjusted to suit the users needs. As a minimum the chair will need adjustable seat height, adjustable backrest height, and adjustable backrest tilt. Ergonomic chairs are typically those with casters. |
| Step 1: Working 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 mostly level when seated. |
| Step 2: Seated position | Sit your hips 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 are not necessary and should be removed if they prevent close access to the desk or if they encourage poor posture. |
| Step 3: Monitor | Raise or lower the monitor height so that the 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. |



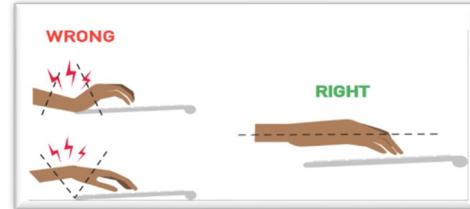
Seated Workstation Setup Guideline

WHS-PRO-GUI-007b

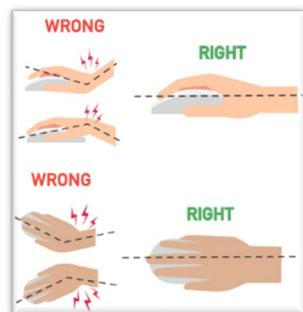


Electronic copies of this checklist are current. All other copies are uncontrolled and currency can only be assured at the time of printing

- Step 4: Keyboard** The keyboard should be positioned relatively 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 in front of you.



- 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 on your non-dominant side, either within easy reach, or purposefully placed a few steps away from you to encourage incidental movement. Avoid cradling a telephone / mobile phone between the ear and shoulder. Consider use of a headset or speaker phone to avoid cradling and enable movement.

- 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 riser is used, together with an external keyboard and mouse. See WHS-PRO-GUI 007h Laptop Setup Guide.

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 for a movement break. Consider use of a reminder/timer/app to remind you to move.

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 work area.

- Internal Resources:**
- WHS-PRO-CHK-007a Ergonomic Workstation Self-Assessment
 - WHS-PRO-GUI-007c Standing Workstation Set Up Guideline
 - 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
 - [Generic Daily Stretches](#)