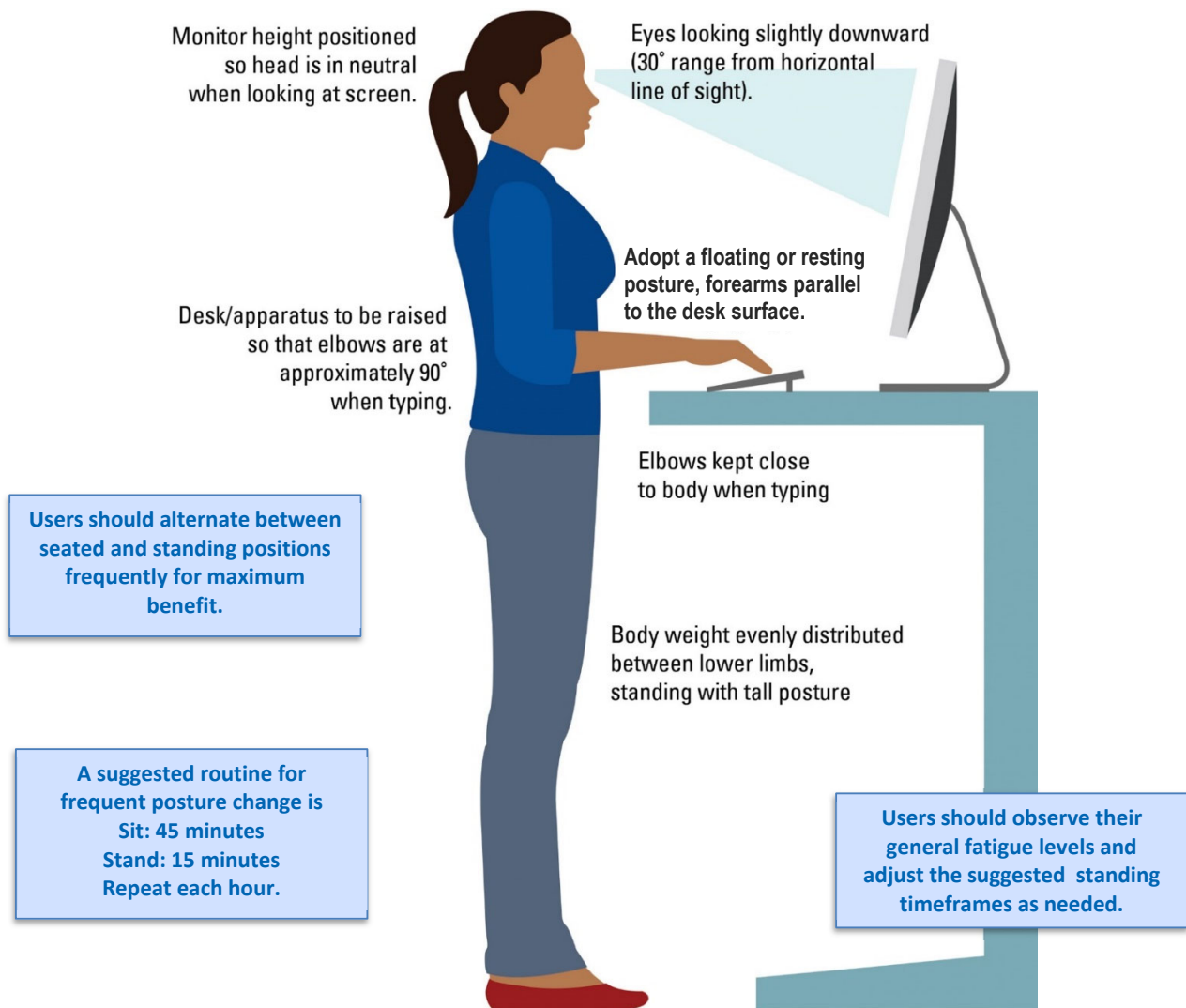


Standing Workstation Setup Guideline

WHS-PRO-GUI-002g

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Standing Workstation Setup Guideline



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-002b 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-002j Activity Based Work Guideline.

Standing Workstation Setup Guideline

Step 1: Standing Height

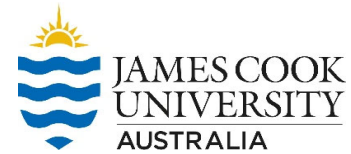
Adjust standing height so that the elbow angle is approximately 90° when operating keyboard, elbows should be in line with or slightly above the height of your desk surface.

Step 2: Standing Posture

Stand with weight evenly distributed through both lower limbs. Avoid standing completely still for prolonged periods, shift weight and regularly alternate standing posture with sitting.

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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 midline of your body, using the GH keys for letter-key work and reposition keyboard for number-key work or other desktop work. If forearms rest on the desk while typing, place keyboard so that approximately half the forearm is resting on the desk.

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 mouse use between left and right hands to reduce the likelihood for overuse of the dominant hand. Use keyboard shortcuts to minimise mouse use.

Step 6: Headset

Use of a wireless headset is recommended to enable positional change and movement. A noise cancelling headset is recommended for use in shared office spaces. Headsets should be located within reach on the non-dominant side.

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, as will regular positional change. Consider use of electronic reminders for postural change.

Optimising Standing Posture

- Imagine a string attached to the top of your head, pulling you upwards just enough to stretch you taller.
- Stand with your weight evenly distributed between your heel and the balls of your feet (imagine a triangle on the sole of your foot).
- Your feet should be about shoulder width apart, and pointing slightly outward.
- Avoid locking your knees straight, keep a slight bend to maintain muscle activation.
- Very gently draw your abdominal muscles in and don't let your pelvis roll forward.
- Keep your chest lifted and shoulders back, don't let them slump forward.
- Relax your arms and let them hang naturally down the sides of your body.
- Hold your head up straight with your chin tucked in. Don't hold prolonged postures with your head tilted either forward, backward or sideways.
- While standing, shift weight from one foot to the other, or rock from heels to toes.

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Hazards and risk management	
Hazard	Control
Poor standing posture leading to increased musculoskeletal discomfort.	The employee is responsible for being aware of their posture and should review and implement information in the 'Optimising Standing Posture' section of this guideline.
Prolonged standing position leading to fatigue, increased musculoskeletal discomfort, lower limb oedema and varicose veins.	The employee is responsible for regularly alternating between sitting and standing every hour e.g. stand 15 minutes / sit 45 minutes, slowly increasing their tolerance to standing. Use a timer or a sit stand app for reminders.
Discomfort or injury associated with standing while wearing inappropriate footwear.	The employee is responsible for choosing an appropriate style of footwear .
Body stressing associated with manual lifting / lowering mechanism of some workstations.	WHS only endorse electronically controlled Sit to Stand workstations.
Visual / audible distraction and lack of privacy for other employees seated near a Standing Workstation in an open plan office.	The Manager is to consider best placement for the Sit to Stand Workstation to minimise disruption and maximise privacy for all employees. Acoustic screens can be fitted.
Storage of anti-fatigue mat causing a trip or manual handling hazard.	Anti-fatigue mats are not always necessary, particularly on carpeted floors in offices. Regular positional change and appropriate footwear mitigates the need for these mats. If an anti-fatigue mat is in use it is only needed while standing. The employee is to ensure a safe and accessible storage location when mat is not in use.
Placement of chair when not in use causing a trip hazard.	Ensure adequate space for positioning of chair when not in use to avoid creating a trip hazard to all staff. Chair positioning should not impede on users working area or thoroughfares.
Risk of collision/crushing/pinching of people or items due to desk movement. Including damage to monitors due to hitting shelves / other structures over or under the desk.	WHS endorse Sit to Stand desks that incorporate anti-collision technology. Care must be taken with placement of monitors to avoid contact with shelving or other structures above desk height. Avoid placing items on top of drawers under desk. Cable management systems are available to prevent cord entrapment. Height adjustable desks must be adequately spaced apart in line with manufacturers recommendations. Keep fingers and other items clear of moving parts.