

Ergonomic Equipment Purchasing Guideline – Sit to Stand Workstation

WHS-PRO-GUI-002h



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

Sit to stand workstations

Why use a sit to stand desk?

From an ergonomic perspective, Sit to Stand desks provide an opportunity to incorporate positional change at an individual's workstation. They are most commonly used in situations where frequent task rotation away from the workstation is not possible, where there is a health condition requiring regular standing, or as an additional tool for those experiencing discomfort or pain from prolonged sitting.

Sit to Stand desks are not the sole solution to any of the above concerns. Optimising seated workstation ergonomics and implementing regular movement breaks can alleviate discomfort from prolonged sitting.



If a Sit to Stand Workstation is in place, it should be used to complement other strategies for increasing movement, outlined in [WHS-PRO-GUI-002j Activity Based Work Guideline](#).

Adaptive workplaces

As JCU develops new buildings or refurbishes existing buildings, these are being furnished with a Sit to Stand desk at each work point in line with the Adaptive Workplace Policy. Existing buildings are likely to contain seated work points and the provision of a Sit to Stand desk is subject to the processes below.

Standing hot desk

If several staff have expressed an interest in sit to stand desks, the work unit manager may consider the provision of a standing hot desk which can be used by multiple people on a rotational basis throughout the day.

Staff using the standing hot desk are recommended to familiarise themselves with the [WHS-PRO-GUI-002g Standing Workstation Setup Guideline](#) and are expected to understand how to safely use the apparatus. Each staff member using the hot desk may need to reposition the desk height, monitor, mouse and keyboard to meet their individual needs.

Work unit requests for multiple sit to stand workstations

Inquiries regarding the replacement of multiple desks with sit to stand desks are to be directed to the Estate Directorate by submitting a Workspace Allocation request via ServiceNow.

Personal request for sit to stand workstation

The University supports ill/injured staff in line with the Health Management Policy and may provide a sit to stand desk as a reasonable adjustment.

Purchase of sit to stand workstations for individual staff are to be organised and paid for by the employee's work unit and sourced through JCU's preferred providers. Desk requirements are outlined below.

Work Health and Safety's role is to provide an assessment of the workstation, educate the staff member and provide advice to the work unit regarding the purchase.

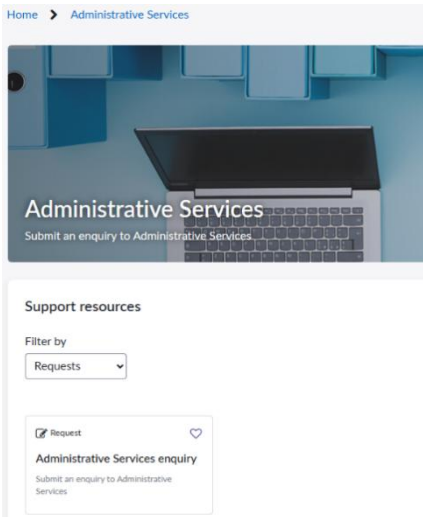
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Steps for individual requests for a sit to stand desk are outlined below:

Step	Responsible person	Task
1	Employee	Complete WHS-PRO-CHK-002b Ergonomic Workstation Self-Assessment and implement strategies from the WHS-PRO-GUI-002j Activity Based Work Guideline
2	Employee	Provide medical evidence from a treating practitioner detailing: - Clinical reasoning for the Sit to Stand desk specific to the employee's diagnosis - Additional recommendations and strategies in place to promote self-management of the diagnosed condition - Treating practitioner's name and practice stamp or use of clinic letterhead
3	Employee	Submit a request to Work Health and Safety (WHS) using ServiceNow, and attach the medical evidence
4	Work Health and Safety	Review the information, assist with an ergonomic assessment and provide an update to the employee and their line manager regarding endorsement of the Sit to Stand desk. Provide details of the specific sit stand desk to be purchased
5	Work Health and Safety	Submit a ServiceNow Workspace Allocation (Space) request to advise the Estate Directorate of the intention to install a Sit to Stand desk and have power supply confirmed
6	Estate	Consider approval and record location of the Sit to Stand desk. Organise power/internet access if required. If/when confirmed, approve the ServiceNow request
7	Work unit/Employee	Arrange for a quote and purchase of the Sit to Stand desk from a JCU preferred supplier using ServiceNow, Administrative Services (see JCU's Procurement Procedure for further information) - Select Administrative Services Enquiry  - Complete the form, selecting Procurement Support *Category of enquiry Procurement Support

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		3. Provide as much detail in the description as possible. Include cost centre code (Administration Services can also provide this for you through another ServiceNow ticket if it's unknown), request for a purchase order number for the JCU supplier, provide approval from line manager and advise JCU Rehabilitation has completed an assessment and made recommendations for the ergonomic equipment requested for purchase *Description ? Please provide a detailed description of how we can assist you; including any relevant information such as costs or your line manager. ✕ 4. Upload documents including, quote from supplier and if available approval email from line manager (these details can otherwise be added to the description with date and who has approved the purchase if you didn't want to upload the approval email) Attachments Drop files here or Add attachments
8	Employee	Submit a MEX request for removal of the existing desk prior to the delivery and installation of the Sit to Stand desk. • Attach a photo of the desk that is being replaced • Attach a snapshot of the approval from Estate (step 6).
9	Employee	Review the Standing Workstation Set up guide for information to assist with optimising safe use of the Sit to Stand desk, optimising standing posture, and hazards and controls

Note: If an employee has sustained a workplace injury they should submit a RiskWare incident notification in addition to the above steps.

Sit to stand desk requirements

Desks being purchased by work units must meet the following requirements where possible:

- Whole desk with electronic controls, programmable height settings/memory function
- Anti-collision and anti-pinch mechanisms
- Straight edge, 1800mm x 750mm, white frame and top
- To be purchased through a JCU preferred provider
- Modesty panel and cable management systems to be included if required

Preferred desks to purchase

- **Townsville** – [Altura Electric Height Adjustable Desk](#)
- **Cairns** – [Newart Electric Height Adjustable Desk](#)