

Standing Workstation

Make time to Stretch

The message is to Move



When using a standing workstation apply the following:

- Ensure shoulders are relaxed, elbows bent and forearms supported on desk
- Apply principles for keyboard, mouse, monitor and document holder as per overleaf
- Alternate posture - aim to stand for 20 minutes per hour
- Whilst standing shift weight side to side or heels to toe to reduce strain on legs and back
- Ensure comfortable footwear is worn



Chin Tuck

Look straight ahead. Move chin backwards with chin parallel to the floor.

Repeat 5-10 times.



Lower Back

Stand up. Support your low back with both hands and gently arch back. Hold for 5-10 seconds.



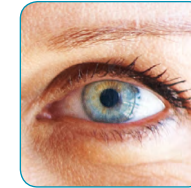
Shoulder Stretch

Take your ear towards your shoulder. Straighten your opposite arm, take fingers towards the ceiling.



Wrist, Hand and Arms

Interlace fingers, palms outward, and straighten arms in front. Hold for 5 -10 seconds.



✓ Every 20 minutes, look at something 20 feet away for at least 20 seconds

✓ Try standing or walking during meetings



✓ Use the stairs instead of the lift

✓ Set reminders to get up and move more frequently



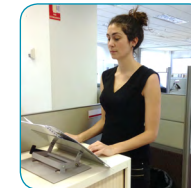
✓ Stand when using the phone - walk or do stretches if you have a wireless headset

✓ Walk to colleagues rather than using phone or email



✓ Stand at an elevated surface whilst reading from documents

✓ Use tasks such as collecting printing, using the bathroom, and filling up water bottles as opportunities to move

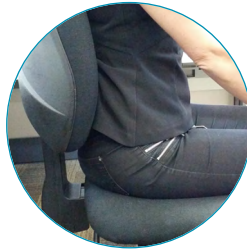


✓ Have lunch away from your desk

✓ Use a central bin, rather than have one at your desk

1. Chair/Desk

- Position Lumbar support in lower back curve
- Spine (low and middle back) is fully supported
- Shoulder are relaxed, elbows bent and forearms supported on desk
- Legs are supported by chair with 2-4cm gap between the knees and front of the chair



2. Feet

- Flat on floor or supported by footrest



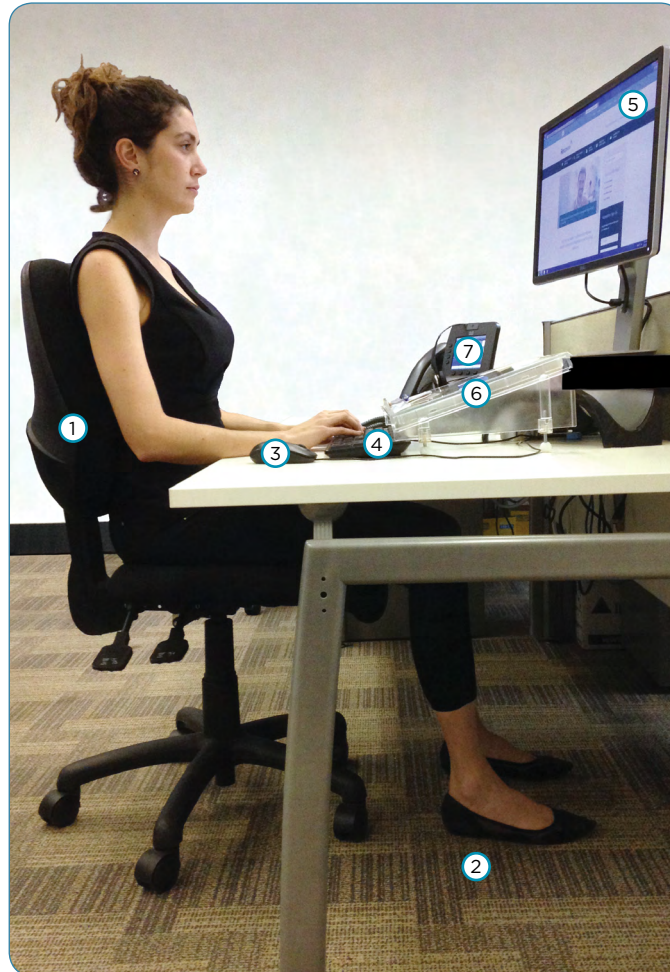
3. Keyboard/Mouse

- The distance between the keyboard/mouse and desk edge should provide enough space to allow support of the forearms on the work surface
- Hands and wrists in a neutral position



4. Keyboard

- Keep keyboard flat



5. Monitor

- Place the screen approximately an arms length away. Position your screen (height and angle) so that your neck is in a neutral position and at a comfortable viewing distance
- The position of your monitor should avoid direct glare on the screen
- When using multiple screens consider placement based on usage (i.e. primary screen closer to centre of view)



6. Documents

- Place between the keyboard and monitor



7. Reach sectors

- Vary hand use for tasks as able (e.g. swap mouse side, position telephone on opposite side to mouse)
- Commonly used items should be within comfortable arm reach



My Workstation Measurements:

Chair:	<input type="text"/>
Desk (sitting):	<input type="text"/>
Desk (standing):	<input type="text"/>
Monitor:	<input type="text"/>