

Prolonged periods of sitting can place heavy demands on our posture and increase your risk of a range of potentially serious health problems, even if you engage in regular exercise.

Successful adjustment of the work station and ergonomic factors can increase comfort, productivity, and your health and safety.

It is imperative that everyone working in an office environment observes adequate ergonomic requirements to minimise the risk of injury.

## Seated Workstation

### Chair

- Position lumbar support in lower back curve.
- Spine (low and middle back) is fully supported. A S-shape spine is a safe shape.
- Shoulders are relaxed, elbows bent and forearms supported on desk.
- Legs are supported by pan of chair with 2-4cm gap between the knees and front of the chair.
- Shoulders positioned slightly behind hips and knees level with hips.
- Chair pulled in close to desk.



### Feet

- Flat on floor, or supported by a footrest.

### 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.
- Keep keyboard flat (legs down).
- Hands and wrists in a neutral position.

### Monitor

- Place the screen at least an arms length away. Position your screen (height and angle) so your neck is in a neutral position.
- If wearing bifocal glasses, you may need to lower your screen to avoid neck extension (head back).
- 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).

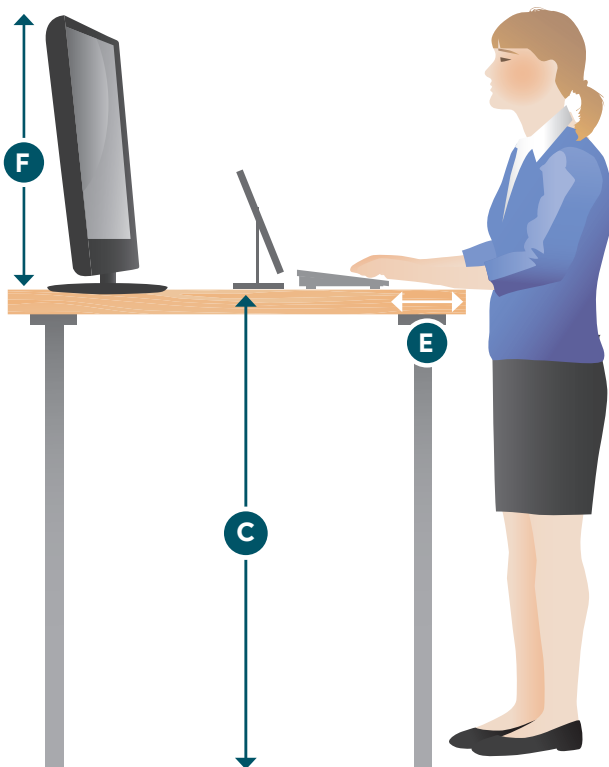
### Document Holder

- Place between the keyboard and monitor.

**Laptops:** Should always be used in conjunction with a laptop stand and external keyboard and mouse when at a workstation. If using a tablet, please consult further with Recovre Consultant regarding appropriate ergonomic principles.

## Reach Sectors

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



## Standing Workstations

Standing workstations promote postural variation.

Should you have access to a standing workstation consider the following:

- Shifting weight from time to time to reduce the strain on legs and back.
- 25-35% of desk bound time in standing, spread across the working hour.
- Apply principles for keyboard, mouse, monitor and document holder as per overleaf.

## Postural Variation

Recovre recommends postural variation throughout the working day.

- Use stairs instead of the lift.
- Eat lunch away from your desk.
- Set reminders to get up and move frequently.
- Talk to colleagues rather than using phone or email.
- Use tasks such as collecting printing, using the bathroom, and filling up water bottles as opportunities to move.

## My Workstation Measurements

A. Chair height	mm
B. Seat pan depth	mm
C. Desk height - Seated	mm
- Standing	mm

Name: \_\_\_\_\_

D. Footrest height	mm
E. Keyboard distance (edge of desk)	mm
F. Monitor height (top from desk)	mm