



- 1 Adjust the height of the desk to elbow height, based on work tasks:
  - a. Writing/paperwork should be 5-10cm higher than elbow.
  - b. Computer work should be 2-4cm lower than elbow.
- 2 Adjust the height of the monitor so when chin is parallel with ground eyes are looking at top one-third of monitor.
- 3 Tilt the bottom of the monitor slightly towards you.
- 4 If you are using dual monitors ensure their placement requires no greater than 45° neck rotation. If greater move monitors further away usually 45-75cm from shoulders.
- 5 The spacebar on your keyboard should be within 10-15cm of the desk edge, with the mouse directly next to the keyboard and elbows comfortably at your side.
- 6 Use of a document holder is recommended if referring to paper based documents, position between the monitor and keyboard.
- 7 Alternate between sitting and standing positions every 20-25mins, including 5-10mins of movement every hour.
- 8 Wear flat, supportive and comfortable footwear.

## Please note:

- Use of anti-fatigue matting is not a requirement, especially if moving between sitting and standing positions as recommended above.
- Eliminate unnecessary items and clutter under and around desk.
- Place your telephone on your non-dominant side, within easy reach.
- All items used frequently should be within easy reach. Items used weekly should be placed on your desk and items used monthly placed away. Storage devices should be used to maintain and clean workstation.

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