



- 1 Ensure you have a 2-4 finger space between the edge of the seat pan and the back of your knee, when sitting back in the chair.
- 2 Adjust the seat pan tilt to your comfort and the backrest angle to between 90- 100°.
- 3 Adjust the backrest height and lumbar support to fit the curve of your lower back.
- 4 Adjust the height of your chair so that your elbows are slightly higher than the surface you're working on. Your elbows should have a 90- 95° angle when using the keyboard. If you cannot place your entire foot flat on the floor an adjustable footrest is required.
- 5 Adjust the height of your monitor so your eye level is at the top one-third of the screen and approximately arms length away. If using dual monitors, place in an orientation based on usage (50:50, 70:30).
- 6 The spacebar on your keyboard should be within 10 - 15cm of the desk edge, with the mouse directly next to the keyboard.
- 7 Use of a document holder if referring to paper based documents, placed between the monitor and keyboard.

## ***Please note:***

- Eliminate unnecessary items and clutter under your 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 a clean workstation.

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