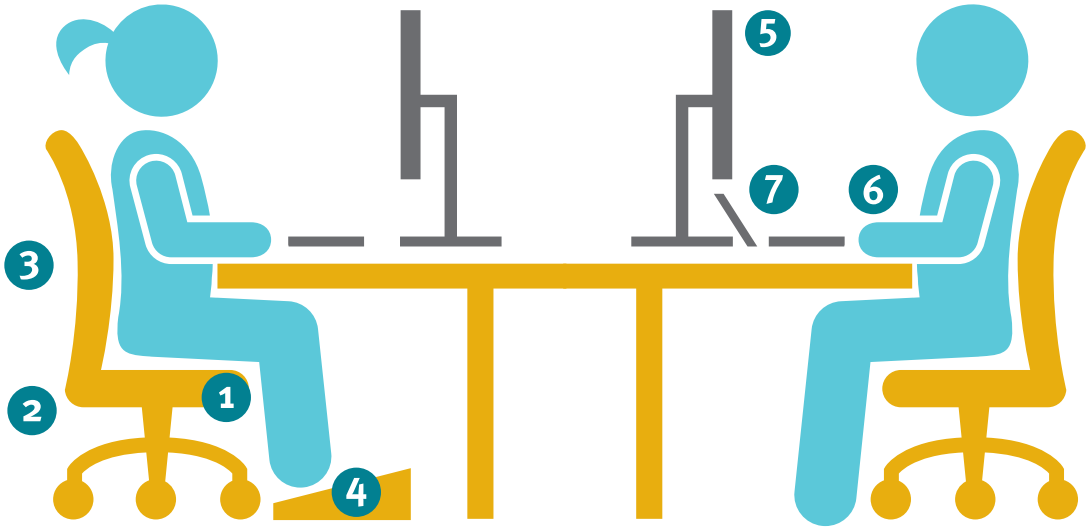
A guide to setting up your work station



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 a document holder if referring to paper based documents, placed between the monitor and keyboard.

Please note:

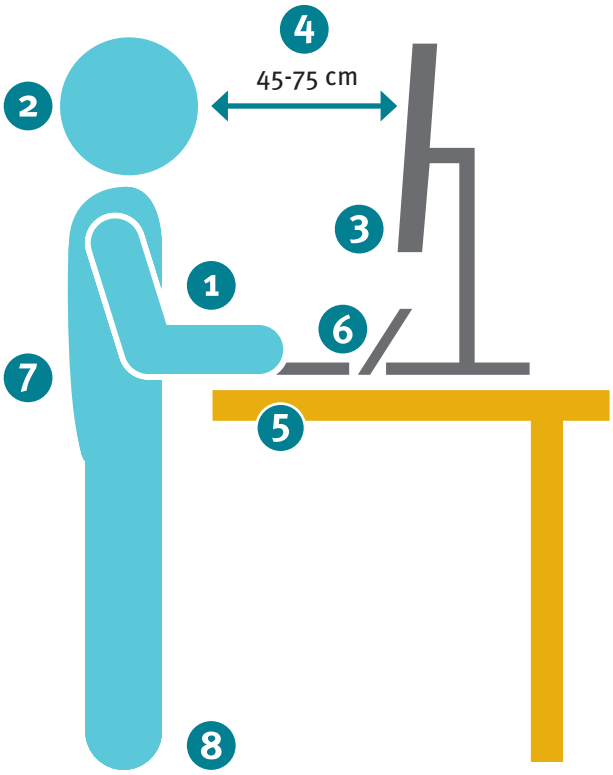
- Eliminate unnecessary items and clutter under your desk.
- Place your telephone on your non-writing side, within easy reach.
- All items used frequently should be within easy reach. Items used weekly should be placed on your desk and items used monthly placed away. Storage devices should be used to maintain a clean workstation.

Lvl 3 170 Railway Parade,
West Leederville WA 6007

(08) 9483 8888

lgiswa.com.au

A guide to setting up your standing workstation



1. Adjust the height of the desk to elbow height, based on work tasks:
   - Writing/paperwork should be 5-10cm higher than elbow
   - 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 you telephone on your non-writing 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.

Lvl 3 170 Railway Parade,
West Leederville WA 6007

(08) 9483 8888

lgiswa.com.au