

Work Station Set-up Guide

Chair

Seat height - set so that your hips are 2-5cm higher than the knees

Back rest - positioned so that it rests in the hollow of your back when seated upright

Seat length – front edge of the seat should be about three finger widths from the back of your knee

Desk Height

Check the desk height AFTER adjusting the chair height. The top of the desk should be level with your elbows when in the keying position

If the desk is too high and not adjustable, you may need a footstool so you can raise the chair height and still have feet well supported

Monitor

Height – eyes are level with the top tool bar when seated

Alignment – when seated in the keying position, the monitor is square with the shoulders

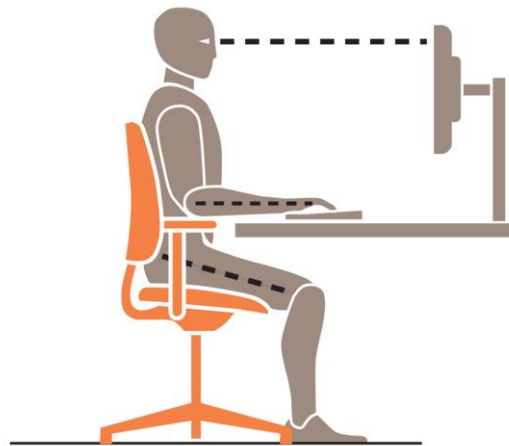
Distance – an arms length or where viewing is comfortable

Mouse

Positioned so it can be used without excessive arm reach and within 5cm from the side edge of the keyboard

Reference Documents

Written documents used for data processing should be placed on a document holder between the keyboard and the monitor OR to the immediate edge of the monitor



Phone and/or Headset

Positioned so it is reachable without having to lean forward or rotate your trunk

Keyboard

Positioned so keying can be done without leaning forward in the chair

Alignment - there is equal distances from the left and right corners of the keyboard to the front edge of the desk

Leg Room

Feet and shoulders are able to face the same direction unobstructed by items under the desk, for all parts of the desk surface that are used

Dual Monitors

Equal Work (50%-50%)



Primary and secondary
(eg 70% - 30%)

