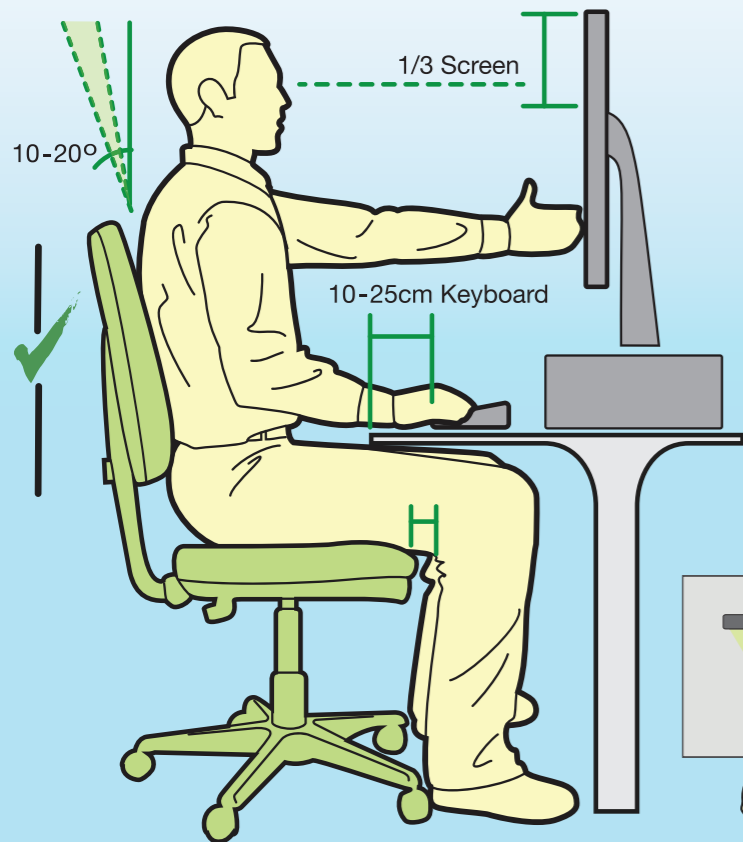


# OFFICE WORKSPACE ERGONOMICS

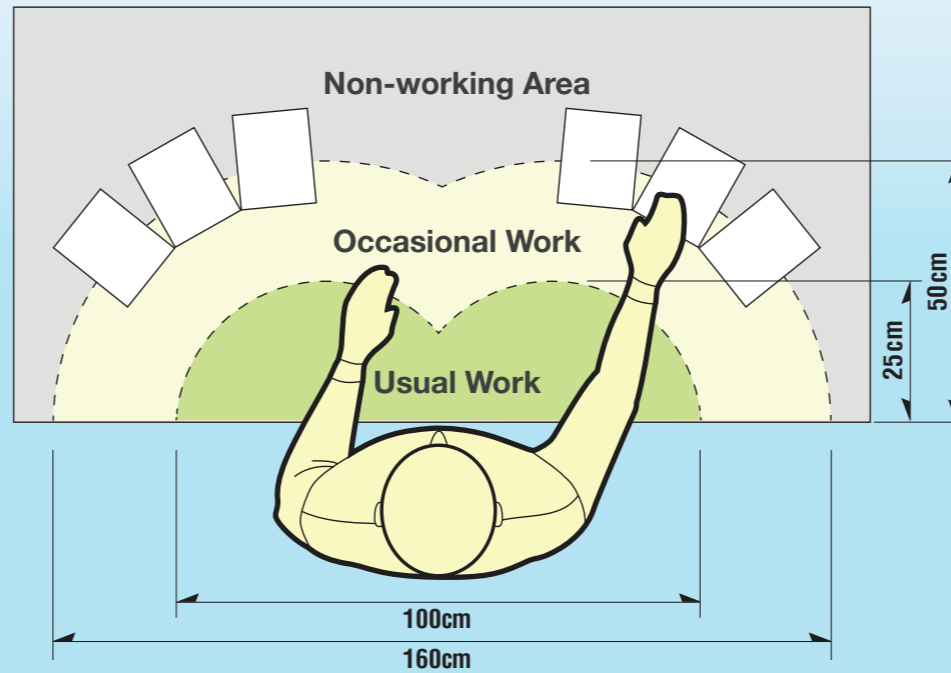
## THE DESK LAYOUT



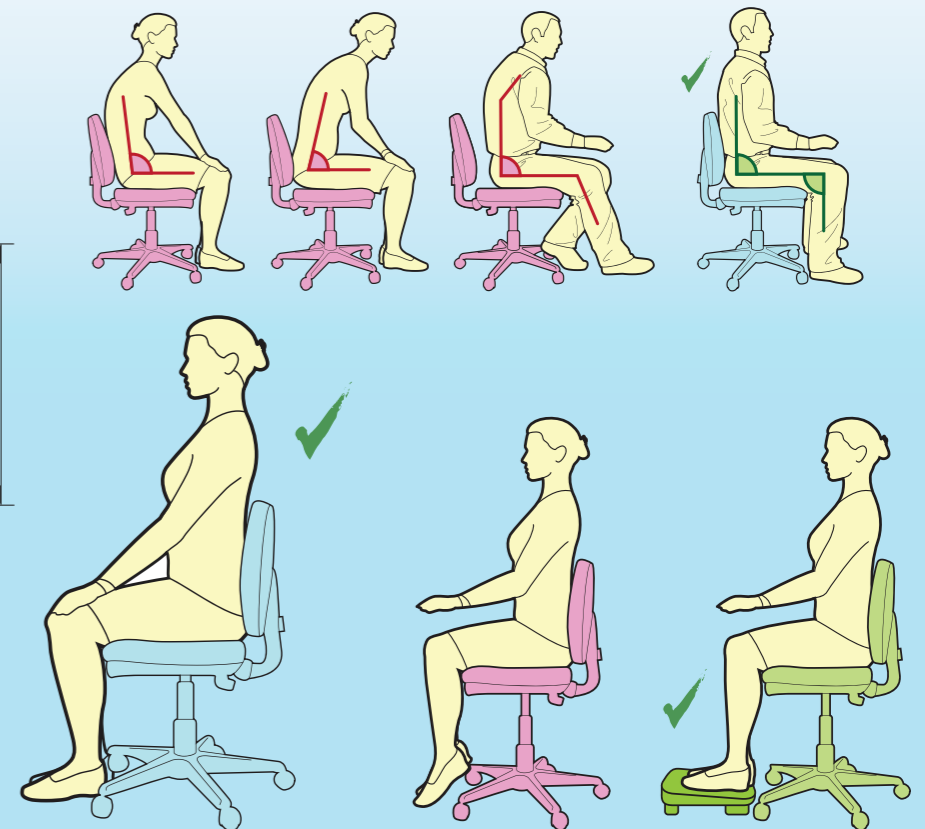
## DESK ARRANGEMENT

Less frequently used equipment should be placed further away from the worker.

Commonly used desk equipment and accessories should be placed close to the worker to allow for easy access.



## SITTING POSTURE



### CHAIR

- Workers arms parallel with the desk height
- Chair arm rests should not prevent the worker from sitting close to the desk
- Feet should firmly touch the ground or the use of a footrest is required
- Chair base and back rest providing adequate back support

### MONITOR

- Eyeline should be within top 1/3 of the monitor
- Monitor should be directly in front of the worker
- Monitor distance should be 50-60cm away from the worker (arms length)

### KEYBOARD ERGONOMICS

- The keyboard position should sit approximately 10cm-20cm from the edge of the desk.
- There should be enough space to allow for the wrists to rest on the desk if required.
- The forearms should be parallel or slightly above the desk edge.

### DESKTOP ACCESSORIES

- Wrist supports for keyboard and mouse used where appropriate
- Telephone or headset within reach of worker
- Reading/Writing holders used where appropriate

### GOOD SEATED POSTURE

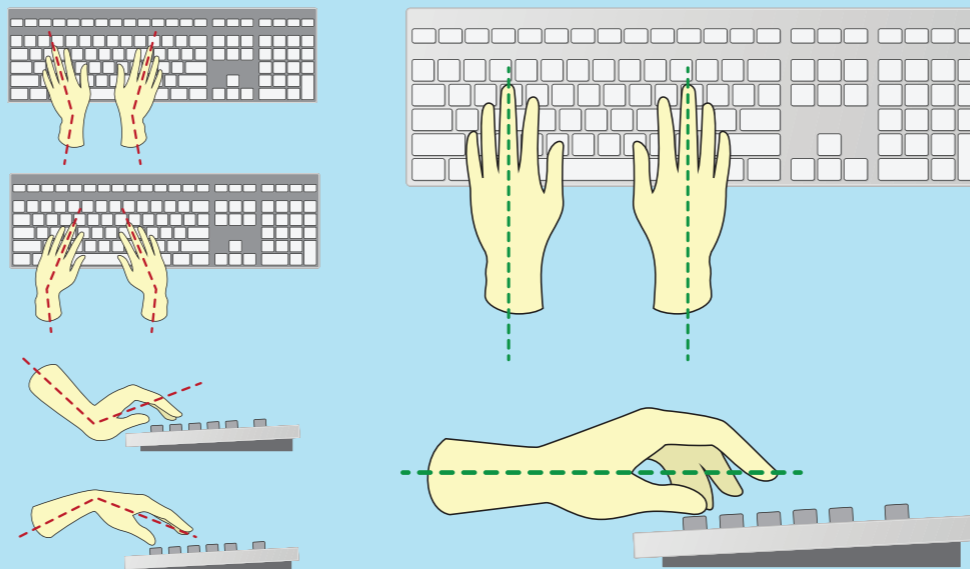
- Worker sits into the back of the chair
- Worker has adequate back and lumbar support
- Feet can touch the ground firmly
- Thighs are parallel to the ground
- Worker can sit close enough to the desk

### FOOTREST

- Some workers are not able to place feet firmly on the ground will often place their feet on the chair legs or prop away from the edge of the desk.
- Adequate support for the worker will provide and encourage good seated posture

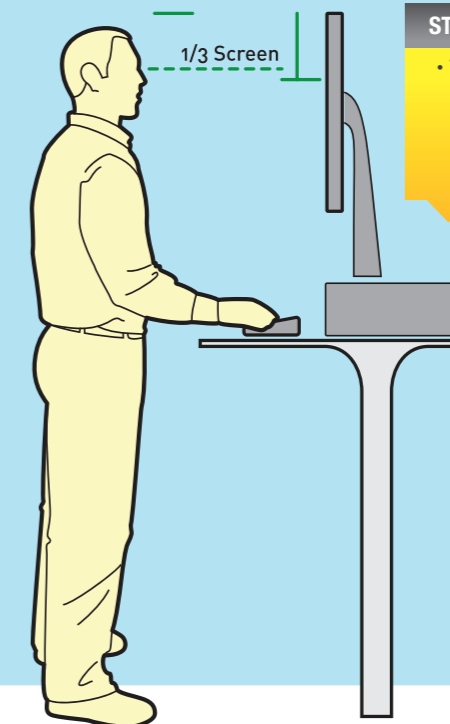
### MOUSE ERGONOMICS

- Wrist position is neutral
- Mouse adjacent to the keyboard & close to the desk edge (less than 10-15cm)
- Arm not outstretched or abducted
- Worker sits front on to the mouse



### STANDING WORKSTATION ERGONOMICS

- The arms should be parallel to the desk when set in the correct standing working height



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