

ERGONOMIC WORKSTATION SETUP

Are you sitting too much?

Workers who sit at their desk for hours on end before going home to sit in front of the TV increase their chances of heart disease, type-2 diabetes and obesity* (*Professor Marc Hamilton*)

Evidence is suggesting that keeping active throughout the work day is just as important as exercising everyday.

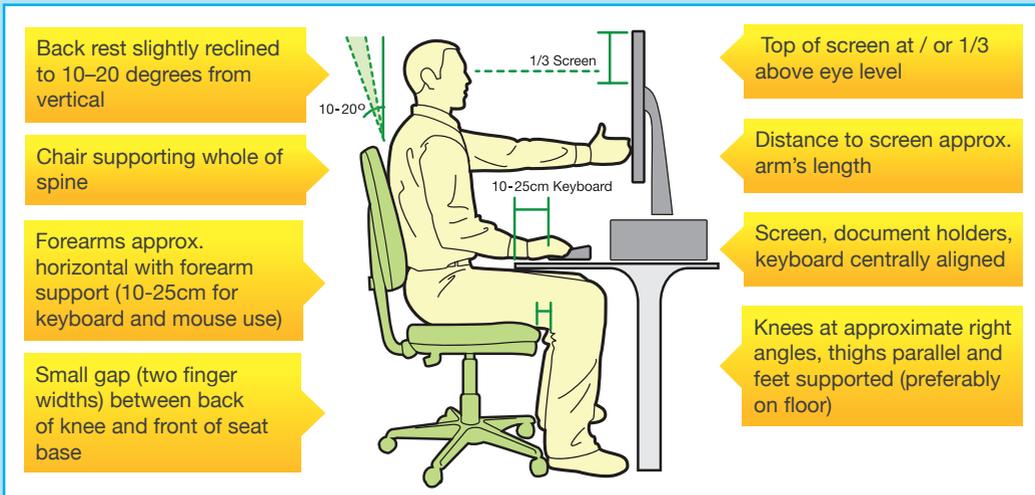
How can you be more active at work?

- Stand as often as you can. This might be mean standing for a phone call or when reading a hard copy document.
- Remove your bin from your desk so that you are forced to walk to a central office rubbish bin to discard waste.
- Use the stairs between office levels rather than the lift.

Remember, an active worker is a more alert, productive and engaged worker.

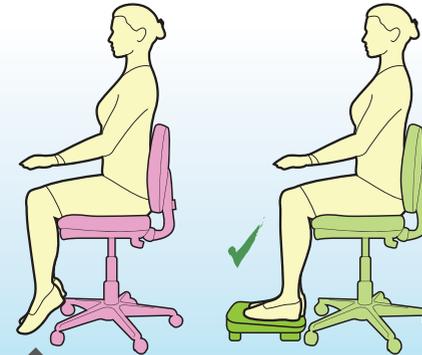
TIPS FOR OFFICE WORKSTATIONS

- Remember to check your work station every day, especially if you share it with others.
- These ergonomic principles are guidelines, not rules. Changes can feel 'different' and you may require a trial period to adjust to it
- Take regular breaks – 1-2 minute macro standing breaks every 30 minutes will help reduce your risks, 5 second micro breaks every 5 minutes when performing repetitive mouse and keyboard work.
- Rest and refocus your eyes periodically. Look away from the screen every so often and focus on something else for a few seconds.



*Hamilton M.T., and N. Owen. Sedentary Behavior and Inactivity Physiology. In: Physical Activity and Health, 2nd edition, C. Bouchard, S.N. Blair, and W. L. Haskell (Eds.). Human Kinetics, 2011. www.pbrcc.edu

DESK ACCESSORIES



Footrests

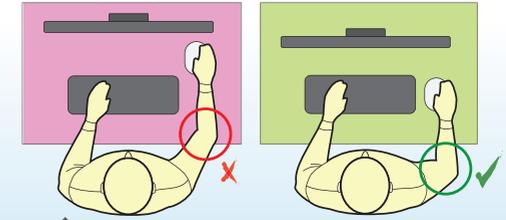
Footrests are a plan B when a desk is too tall and cannot be adjusted (adjusting desk height to suit you is preferable). Always use a footrest if you cannot reach the floor.

Document holders

Can be used to help place documents into a better position when current document use places the body in prolonged, repetitive or awkward postures.

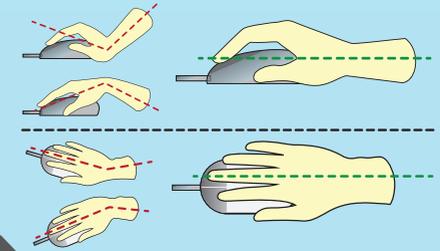
Desk Storage & Shelving

- Workers should avoid over reaching or twisting and bending their spine to grab objects from shelving and cupboards.
- Objects commonly used should be stored and placed in positions of easy reach and where twisting and bending can be limited.



Mouse

Ensure you are not over-reaching for your mouse by keeping it adjacent to your keyboard and elbow by your side.



Wrist supports

Can be used for typing on the keyboard and using the mouse to place the wrist and hand into neutral.

Telephones

Avoid holding the phone between your ear and shoulder. Where possible, use a headset to avoid neck and shoulder strain.

ADVICE, TIPS OR ACCESSORIES