

Workstation Ergonomics

This is a general guide to workstation set up for computer users



Notes for sit to stand desks

Set up may vary according to individual stature and comfort, work practices and tasks undertaken.

Current guidelines for predominately desk based work suggest initially building up to two hours of standing and movement over the workday with a view to standing and moving for a total of four hours spread over the day (pro rata for part time hours)

Stretches and exercises can promote blood flow to the body area



Guidelines for mouse use

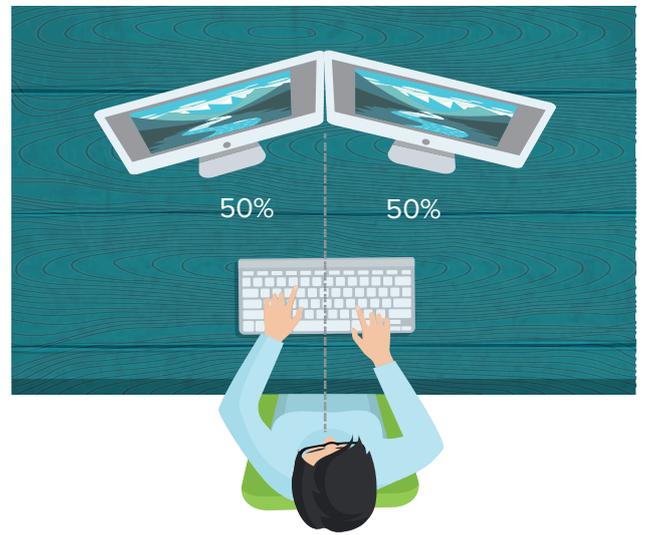
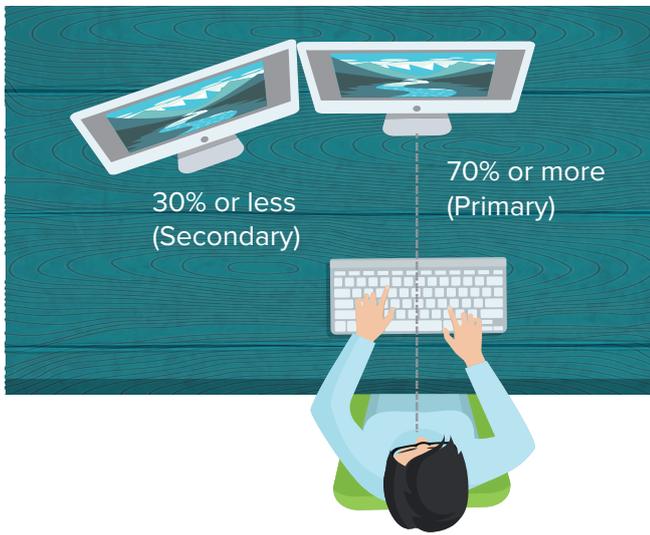
- ✓ Position the mouse close to and at the same level as the keyboard
- ✓ Support your wrist/forearm on the desk
- ✓ Learn and use keyboard shortcuts to reduce mouse use
- ✓ Keep your wrist in neutral position when using the mouse
- ✓ Avoid holding the mouse when it is not in use
- ✓ Learn to use the mouse with both hands so you can share the workload between your left and right hands
- ✓ Switch the buttons on the mouse for appropriate use (left or right hand use)

Organising the desktop

Organise your work materials and accessories into primary and secondary work zones to improve efficiency and to reduce the distance and frequency of reaches.

- ✓ Place items used frequently or for long periods in a semicircle in the primary work zone (usual work area)
- ✓ Place items used occasionally or for short periods in the secondary work zone, up to one arm length away when in a seated position
- ✓ Place materials and equipment used very seldom in the area beyond the secondary zone





Eye strain

When looking at your computer for long periods it is important to give your eyes a break. You can apply the '20-20-20' rule: every 20 minutes, take a 20 second break and look at something 20 feet (6 meters) away.

Dual computer monitors

If one monitor is used more frequently than the other:

- ✓ Place the primary monitor straight ahead to avoid twisting the body or neck to one side to view the display
- ✓ Position the screens right next to each other
- ✓ Move your chair when using the secondary monitor to avoid bending or twisting to see the display

If using multiple monitors with equal frequency then:

- ✓ Arrange the monitors in an arc
- ✓ Position the screens at equal viewing distance from the user
- ✓ Position the screens right next to each other

If using a combination of computers (e.g. a desktop monitor and a laptop computer):

- ✓ Place the laptop on a docking station or stand so that the laptop display is at the same height as the desktop monitor
- ✓ Place the laptop and desktop monitors at an equal viewing distance
- ✓ Adjust the font size (or display on the screen) to be the same on each screen

Rest breaks

It is very important to take rest breaks when working. Extended periods in similar postures can lead to fatigue and overloading of the body. There are a number of different types of breaks that allow for recovery or at least add variety to the workload.

They include:

- ✓ Varying your work - performing different activities during the day
- ✓ Unstructured breaks - talking with a colleague or getting a drink of water
- ✓ Work pauses - you should take regular pause breaks if you are performing a repetitive task



You should take a 1 to 2 minute break every half hour.



07 3366 2123
 info@easec.com.au
 www.easec.com.au

References:

Workplace Health and Safety Queensland, Department of Justice and Attorney-General Guide: Ergonomic guide to computer based workstations August 2012.
 Workplace Health and Safety Queensland: Learning the Art of Office Ergonomics.