

How to set-up your work station

Desk

Ensure your desk and work area provide enough space for all equipment to be used comfortably. If using a sit-stand desk, adjust it to the correct height so your elbows are at approximately 90° when sitting and at a comfortable height when standing.

Lighting

Poor lighting can cause eye strain, fatigue and headaches. Reduce glare by using blinds to shield your monitor, and use a desk lamp if additional lighting is needed.

Telephone

Where possible, use a headset when making calls. This allows you to maintain an upright posture and helps reduce neck and shoulder strain.

Monitor

Adjust the monitor so the top of the screen is at or just below eye level. Tilt the screen to help reduce glare and improve viewing comfort.



Chair

Keep your feet flat on the floor or supported by a footrest, with your knees at approximately a 90° angle. Adjust the seat height and backrest to provide comfortable lower-back support, and set the backrest tilt to encourage an upright, comfortable posture.

Keyboard

Position the keyboard so your arms rest comfortably by your sides, with your elbows at approximately 90°. Adjust your chair height or use a footrest to maintain a comfortable working position.

Mouse

Keep the mouse close to the keyboard and position it so your wrist remains straight and neutral. Where possible, alternate hands to help reduce strain on your dominant wrist.

Duration

Repetitive tasks performed over long periods can increase the risk of muscle strain and injury. To help reduce the risk of long-term problems, vary your tasks where possible, take regular breaks, stretch and move regularly, and alternate between sitting and standing.