

Guide to setting up your Workstation



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Setting up your workstation

To prevent overuse injuries it is important to have your workstation set-up correctly. Having your workstation set-up incorrectly can cause injury. Following the steps in this guide will help prevent injury.

Chairs

Chairs should be in good working order i.e. no wheels missing, no visible damage and all of the controls working well.

Step 1

Sit with your bottom right back in the chair, so your back is touching the backrest. You should have 2-3 fingers spaces between the back of the knee, and the edge of the seat.

Step 2

Move your chair as close as possible to the desk, and make sure there is nothing stopping your legs from getting underneath the desk.

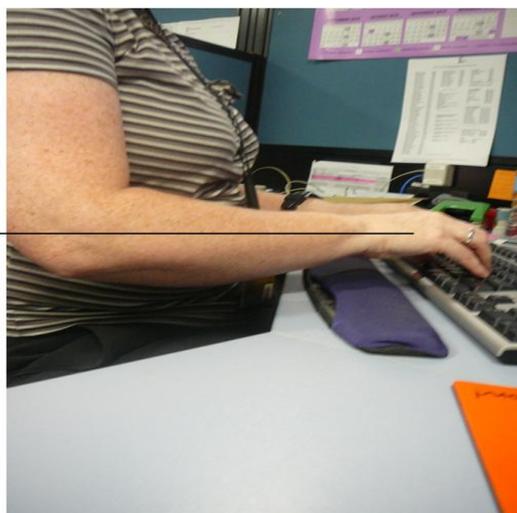
Step 3

Adjust the height of the chair, so that your forearms are at 90-95 degree angle, and positioned just about the desk surface for typing (see Figure 1).

NOTE: Remember to keep your shoulders relaxed, and elbows by the side of your body – arm rests are NOT recommended.

Figure 1

**Wrist
elevated
and
straight**

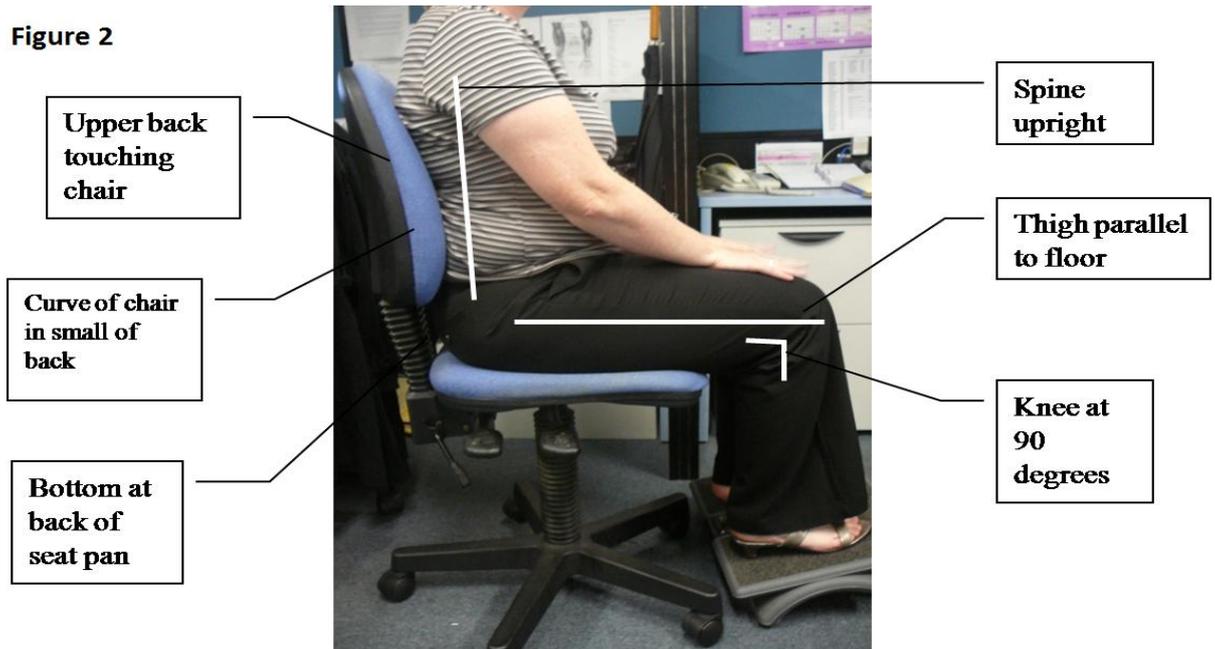


Step 4

Check now; are your thighs parallel to the floor, knee at 90 degrees, with your feet touching the ground? If not, you will need to get a footrest to raise your thighs (See Figure 2).

Step 5

Adjust the height of the back rest of the chair; so that the lumbar support (thickest part of backrest) is positioned in the curve of your lower back (i.e. not around the hips) (see Figure 2).



Step 6

When the back rest is at the right height, it should reach mid shoulder blade height.

Keyboard

Step 1

The keyboard should be at a distance from the edge of the desk that allows your shoulders to be relaxed and your elbows to be close to the side of your body.

Step 2

The letter section of the keyboard should be positioned directly in front of you and the monitor.

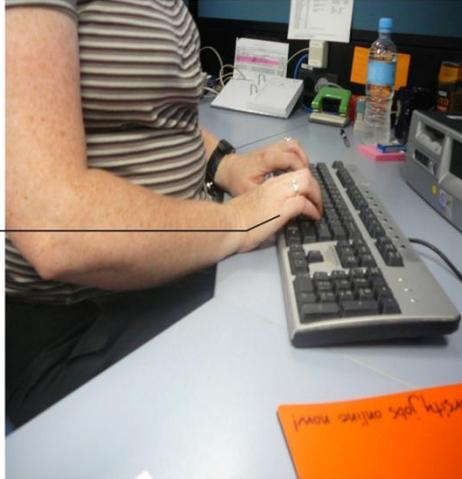
Step 3

The legs of the keyboard should be retracted, to ensure your wrists are flat while typing.

Step 4

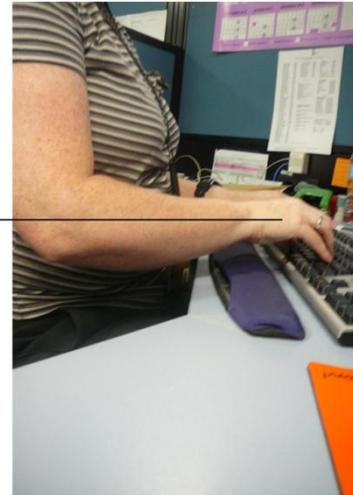
When you are typing, you should NOT rest your wrists on the desk or gel rest (see Figure 3.) Your wrists should be elevated and straight (see Figure 4).

Figure 3



Bent wrist, rested on desk while typing

Figure 4



Wrist elevated and straight

Mouse

If you are using your mouse for long periods it is best to alternate between left and right hand use. The double click button can be reversed by accessing "Settings" → "Control panel" → "Mouse".

Step 1

Position the mouse close to the side of the keyboard. Make sure the mouse is on the same level as the keyboard.

Step 2

Remember to keep your elbows close to your body and directly underneath your shoulder and When holding the mouse, make sure your wrist is straight and flat, and not bent (see Figure 5).

Figure 5



Straight Wrist

Tip of shoulder

Tip of elbow

Step 3

Make sure you move the mouse by moving your shoulder and arm, not by resting your hand/forearm on the desk, and just moving your wrist (Your wrist should move across desk with the mouse). Also avoid gripping onto to the mouse instead just rest your hand on top of the mouse.

Monitor

Step 1

Position the monitor approximately one arms length away

Step 2

Adjust the height of the monitor, so the top of the screen is at eye level. If this is too low, you will need to purchase an adjustable monitor stand.

Step 3

Position the monitor at right angles to light sources (eg.window).

Phone and documents

Step 1

Position your phone within easy reach, on your non-dominant side.

Step 2

Do you have to regularly write notes or use the computer while talking on the phone? If yes, you should get a headset to prevent neck strain by cradling the phone.

Step 3

Do you have to refer to documents while typing/entering data? If yes, purchase a document holder that sits in between the keyboard and monitor.

Laptops

Laptops were designed to use for short periods of time. If you are using a laptop for long periods It is a good idea to follow these steps:-

Step 1

If possible, it is preferable to using a laptop docking station, where you plug you laptop into a computer, and use the normal computer monitor and keyboard

Step 2

If this is not possible, you need to raise the height of your laptop, so the top of the screen is at eye level

Step 3

It is recommended that you use an external mouse and keyboard

Rest Breaks and exercises

If you are working at your computer for long periods it is important to take adequate rest breaks.

If you are working for longer than 30mins you should take a 1-2min rest break every 1/2hr and if you are working for longer than 4 hrs you should have a longer break of 30mins.

Performing stretches in your rest breaks will help relieve tension.

Hand stretches

5 sec, 3 times



5 sec, 3 times

