

OFFICE WORKSPACE ERGONOMICS

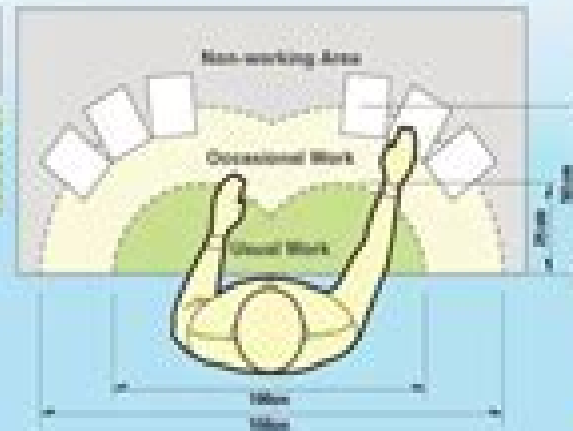
THE DESK LAYOUT



DESK ARRANGEMENT

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

Commonly used tools, equipment and accessories should be placed close to the monitor to reduce the reach strain.



SITTING POSTURE



SEAT

- Workers must be seated with the desk height.
- Chair arm rests should not prevent the worker from sitting close to the desk.
- Feet should firmly touch the ground in the use of a chair with a pedestal.
- Chair backrest back rest providing adequate back support.

MONITOR

- Screen should be within eye VU of the monitor.
- Monitor should be directly in front of the worker.
- Monitor distance should be 50-60cm from the worker's eyes.

KEYBOARD DISTANCE

- The keyboard position should be approximately 15cm-20cm from the edge of the desk.
- There should be enough space to allow for the worker to rest on the desk if required.
- The keyboard should be placed in a way that allows the worker to rest.

PHONE ACCESSIBILITY

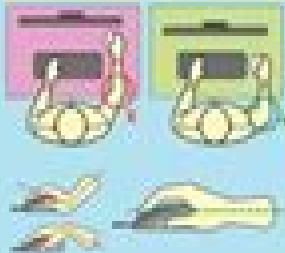
- When possible, the telephone and mouse should be within arm's reach.
- Telephone or mouse within reach of worker.
- Headset or mouse used when appropriate.

DESK HEIGHT

- Worker sits on the back of the chair.
- Worker has adequate back and lumbar support.
- Feet rest on the ground firmly.
- Height is suitable for the ground.
- Worker can sit on the ground in the desk.

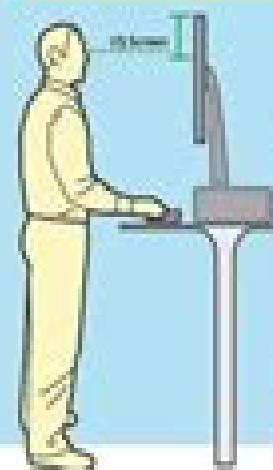
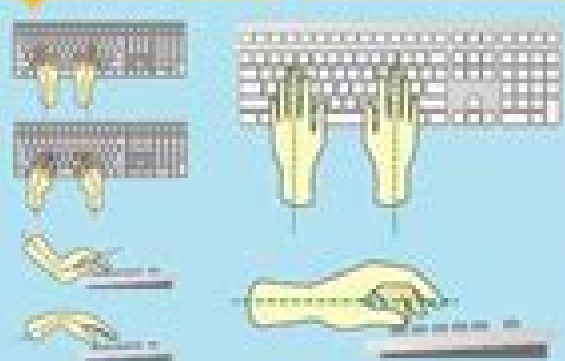
POSTURE

- Worker's back is not able to sit on the floor.
- Worker's back is not able to sit on the floor.
- Worker's back is not able to sit on the floor.
- Worker's back is not able to sit on the floor.



WORKING DISTANCE

- Work position is needed.
- Worker's back is not able to sit on the floor.
- Worker's back is not able to sit on the floor.
- Worker's back is not able to sit on the floor.



WORKING DISTANCE

- The worker should be seated with the desk at eye level in the correct working range.

For more information on workplace ergonomics, visit the Corporate Work Health Australia website at www.corporateworkhealth.com.au

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