

OFFICE WORKSPACE ERGONOMICS

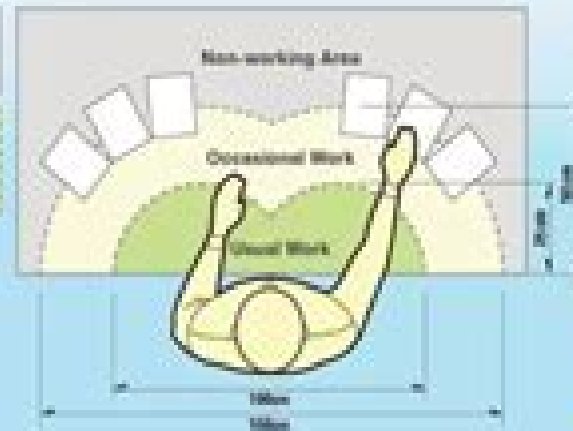
THE DESK LAYOUT



DESK ARRANGEMENT

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

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



SITTING POSTURE



Chair

- Whether arms are used 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 back rest back rest providing adequate back support

Monitor

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

Keyboard Placement

- 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 parallel to the desk edge

Monitor Accessibility

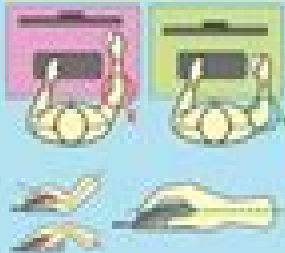
- Allow space for keyboard and mouse when screen is down
- Telephone or headset within reach of worker
- Reading/Writing board used when appropriate

Desk Surface Position

- Worker sits into the back of the chair
- Worker has adequate back and lumbar support
- Feet rest on the ground firmly
- Hips are parallel to the ground
- Worker can sit down enough in the seat

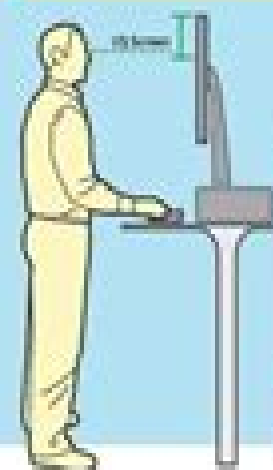
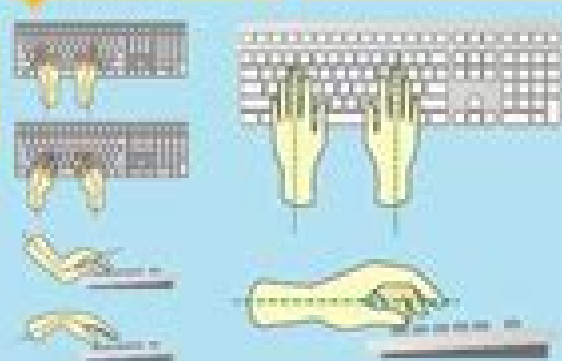
Footrest

- Surface workers are not able to plant feet firmly on the ground will often place their feet on the chair legs or on the edge of the desk
- Adjustable support for the worker and provide an adequate good seated posture



Mouse Placement

- Mouse position is needed
- Mouse position in the keyboard is close to the desk edge from 10-15cm
- An anti-slip mat is preferred
- Mouse use rest on the mouse



Monitor Accessibility (Standing)

- The screen should be parallel to the desk when not in the lowest working position

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

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