



<b>Guide for setting up your workstation correctly</b> ☺ Check the set up of your workstation regularly ☺ A quick check and adjustment should take no more than a few minutes	
<b>Chair Height</b>	Should always be adjusted first. Adjust so that your feet are flat on the floor, and your knees are slightly lower than your hips.
<b>Chair Backrest Support</b>	Should be adjusted up or down to position which provides maximum support to the lumbar spine.
<b>Angle of Backrest</b>	Adjust to a comfortable position, upright is preferable.
<b>Desk Height</b>	If your desk is height adjustable, you adjust the height so the top of the desk is level with your elbows when your arms are resting comfortably by your sides.  If your desk is not adjustable, still aim to have your desk height level with your elbows (as described above), you may need a footstool so you can raise your chair height and still have support under your feet..
<b>Footstool</b>	If required position the footrest so that your feet can reach it comfortably and it doesn't hinder your chair wheeling close in to the desk.
<b>Alignment and Location of PC</b>	Alignment of PC should allow you to sit directly in front of your screen and keyboard. i.e. There should be equal distance between each side of the monitor and your shoulders.
<b>Monitor Height</b>	Eyes level with the top of the monitor.
<b>Monitor Distance</b>	Approx arms length.
<b>Keyboard Angle</b>	In lowest position (feet flat to desk).
<b>Keyboard Distance</b>	Close to edge of desk. Do not place documents between the keyboard and front edge of the desk.
<b>Mouse Position</b>	Position next to keyboard, as close as possible. Try alternating using it with either hand. Learning to mouse with your left hand helps share the workload.
<b>Telephone</b>	Place within easy reach and avoid over stretching. Do not cradle the phone between your shoulder and ear. A headset may be required if you have frequent or long calls.
<b>Glare/Reflection</b>	Make sure the screen is vertical and not tilted upwards. Close blinds behind you. Check brightness and contrast settings. Change screen colours to dark text on light background.
<b>Other Items and Equipment</b>	Organise your work items in the following order (refer to diagram below): ☺ Frequent zone - items used every hour of every day ☺ Occasional zone - items used daily ☺ Rare Zone - used less than daily

