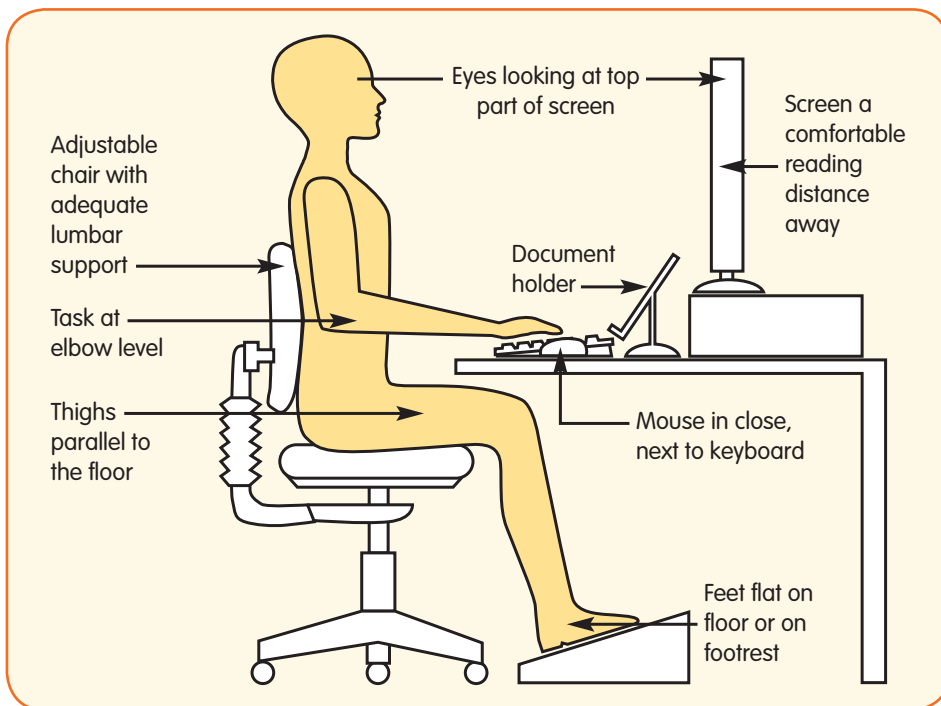




infosheet Ergonomic Workstation



12 Tips for an Ergonomic Computer Workstation

1. Use a good chair with an adjustable and lockable chair back and sit back.
2. Top of screen casing 5-8 cm above eye level.
3. No glare on screen, use an optical glass anti-glare filter where needed.
4. Sit at arms length from the monitor (comfortable reading distance).
5. Feet on floor or stable footrest (stops shifting forward on seat).
6. Use a document holder, preferably in-line with the computer screen.
7. Wrists flat and straight in relation to forearms to use keyboard/mouse/input device.
8. Arms and elbows relaxed close to body.
9. Center monitor and keyboard in front of you.

10. Mouse beside keyboard.
11. Use a stable work surface and stable (no bounce) keyboard tray.
12. Take frequent short breaks (microbreaks) – guide is 5 mins per hour.

Other issues:

- Unless the desk height is adjustable, start by adjusting the chair height to achieve correct forearm alignment.
- Head set allows phone conversations without head tilt while leaving both hands free.
- Having the office set up so that the person has to get up for regular activities (leg filing, photocopying, printing) can be beneficial by forcing the person to frequently change position.
- Office exercises – use a pause exercise routine every hour if you sit all day.



Services provided by the Solutions team:

- Solutions practitioners can evaluate your problem and provide advice on the causes and best strategies for management. We are skilled in the management and prevention of work related musculoskeletal pain and injury.
- Solutions practitioners are accredited with WorkCover. We will work closely with your doctor to assist in returning you to optimum comfort and ability.
- Solutions exercise physiologist can provide WorkCover compliant exercise programs to assist in recovering your capacity to perform activities of home and work.

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