

Workstation Set Up



limethrapy

Workstation set up how to

Chair

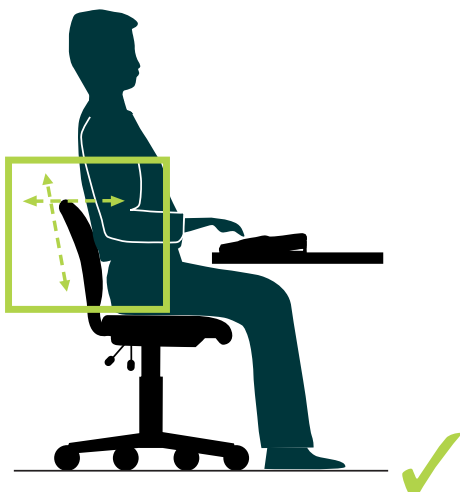
When adjusting your chair be confident to play with the control to achieve a safe and comfortable position. Work through the attached checklist with another person and observe each other's postures and body positions often taking a photo of how you are sitting now will assist in identifying the areas you need to adjust to assume the perfect sitting posture for you; compare with an 'after' photo.

Postural change is critical when sitting for prolonged periods of time every 20 to 30 minutes stand, walk, stretch to rehydrate the spine it only needs to take 20 seconds. External timers on your phone or PC will help in ensuring these postural breaks are taken such break have also proven to improve productivity and output.

Figure A.1



Figure A.2



a. Seat

Height – adjust chair height so feet are comfortably flat on the floor, hips and knees 90 to 120 degrees. Low heeled shoes will improve comfort of the legs with the chair at this height. There should be a two-finger clearance between the front of the chair and the back of the knee

See Figure A.1.

b. Back support

Height – generally task chairs will have some form of lumbar support raise the back rest to the highest point; sit in the chair ensuring bottom is back in the chair against the backrest; check the lumbar spine fits into the backrest. If it's not comfortable, lower the height until comfortable.

Forward/backward position – See Figure A.2.

The backrest position should not feel as though it pushes you out of the seat or that you have to lean back too far to reach it.

c. Armrests

Armrests are generally not recommended as they impede working postures. If your chair has armrests make sure you can assume good working postures at the desk (see Figure A.3) or that they don't impinge on your elbows while you are working. They can often be removed by unscrewing them, or replace them with a smaller or adjustable option. See Figure A.4.

Figure A.3



Figure A.4



Desk

Height-adjustable desk

Adjust so the top surface of the desk is just below elbow height. See Figure A.5. To determine your elbow height, relax your shoulders and bend your elbows to about 90 degrees and check the elbow height against the desk height. See Figure A.6. A photo taken can assist in achieving the optimal.

Static desk

If the chair has been adjusted and the desk is higher or lower than the elbow, other modifications and/or equipment will be required. Measure the height difference between the desk and your elbow, then;

If the desk is too high RAISE the chair by the measured difference and use a footrest. Adjust the footrest so that it is the same as the measured difference. See Figure A.7.

Or lower the desk by cutting the legs down by the measured difference. See Figure A.6.

If the desk is too low raise the height of the desk by extending the leg length.

Figure A.5



Figure A.6



Figure A.7



Clearance under the desk

Compromised leg space may force you to adopt a twisted or awkward working posture, therefore items like computer hard disk drives, boxes, rubbish bins and file pedestals should not be stored under desks. See Figures A.8 and A.9.

Drawers

Frequently used items are to be stored in the top desk drawer to facilitate access and reduce reaching and bending actions.

General storage on the desk implement reach arcs

In/out-trays

Place trays at the outer reach sector (see Figure A.10).

Stationery

Place in the outer reach sector (see Figure A.10) or in the top desk drawer.

Keyboard

Angle

Angle of the keyboard can be used, however optimal position of the wrist is neutral straight. The preferred setting is keyboard flat on the desk. This reduced risks of awkward postures of the wrists.

Mouse

Positioned on the dominant side close to the keyboard to reduce awkward shoulder postures. Use the mouse in this position and always aim to keep the mouse on the mat during use.

If you frequently use the mouse consider:

- Where possible, try and avoid holding on to the mouse when not in use.

Figure A.8

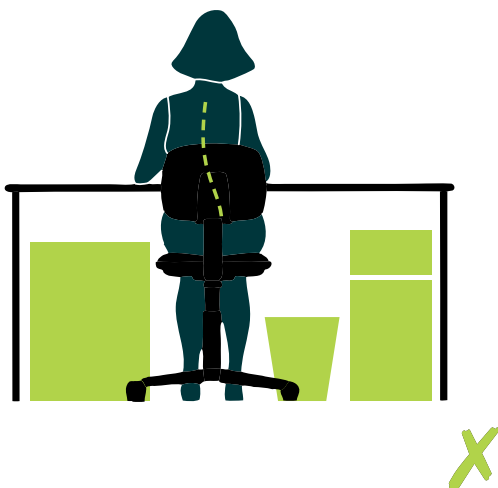
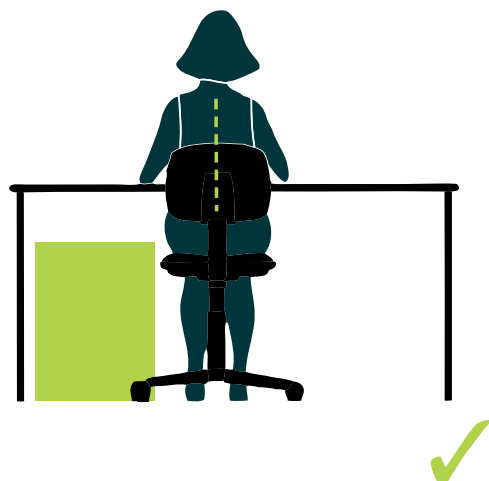


Figure A.9



Computer screen (s)

These are positioned once the chair and desk heights have been established.

Height

The screens should be positioned so that the top of the screens are level with, or slightly lower than, your eyes when you are sitting upright (see Figure A.11).

Distance from the eye

Arm's length away from your usual seated position (see Figure A.11) is the rule of thumb; try this position and move it further away or closer as required; if you wear bi/multifocal this will differ.

Positioning the screen

(Figure A.15 and A.16).

Document holder

For frequent data entry where the source document is observed more than, or the same amount as, the screen:

- place the document holder between the monitor screen and the keyboard to eliminate awkward postures

Figure A.10

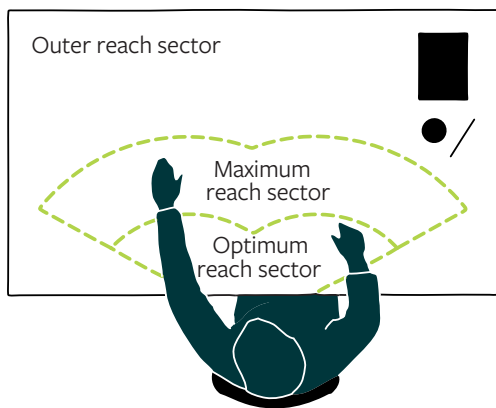


Figure A.11

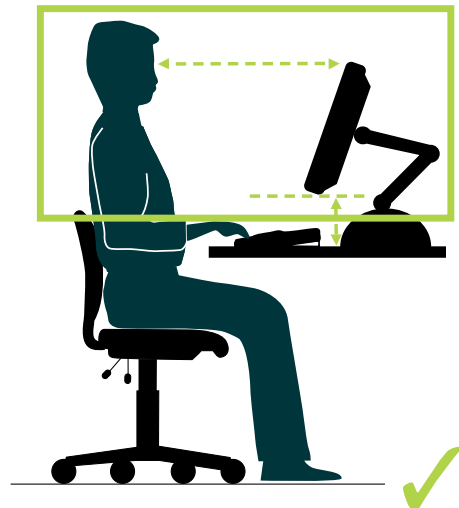


Figure A.12

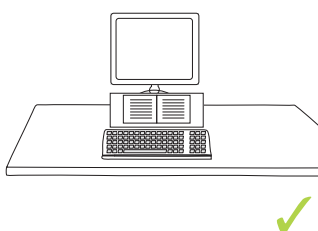


Figure A.13



Figure A.14



Telephone

The telephone should be placed either within the optimum reach arc, (see Figure A.10) variation of frequency may see the telephone located outside this arc .

The telephone should be located on the non-dominant side to reduce risks of shoulder ear cradling.

Functions of your phone, such as redial, speaker, and the storage of commonly used phone numbers are recommended to be used to avoid compromising postures A head set is optimal for frequent phone use and multitasking demands.

Angled reading and writing surface

An angled board can improve neck comfort where a job involves a lot of reading and handwriting. It should be placed immediately in front of the user on top of the desk (see Figures A.17 and 4.10).

Figure A.15 Placement of screen to reduce reflections

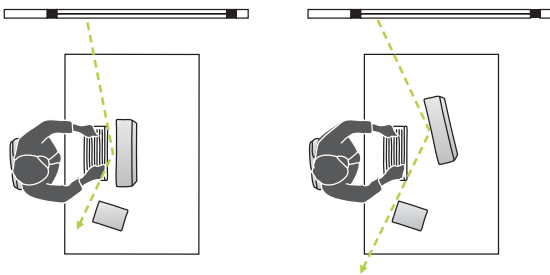
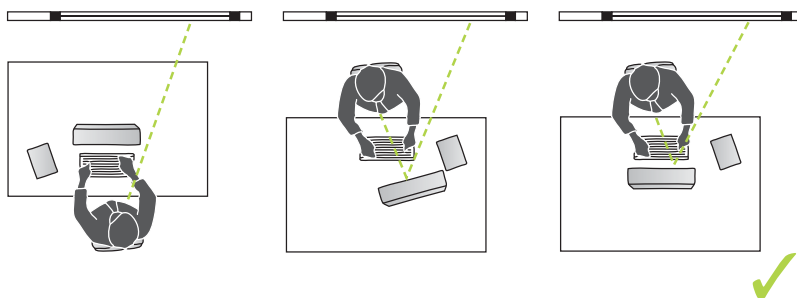


Figure A.17



Figure A.16 Screen position with undesirable reflections



Checklist

Setting up your workstation; reference to checklist...		X
Chair		
Is the chair adjusted to fit you? Check that the:		
Backrest height and back tilt are adjusted to fit the curve of the user's back.		
Seat height and angle are adjusted so that user can sit with their feet flat on the floor, hips between 90 degrees and 120 degrees.		
An adjustable-height footrest that ensures feet are positioned as if flat on the floor may be needed.		
Desk/bench		
Has the desk height been adjusted so the surface is set just below your elbow height?		
If the desk is not adjustable, is the surface set just below your elbow height (e.g. chair raised slightly, foot rest)?		
Is the desk large enough to fit the task requirements of the job/multitask?		
Is the desk deep enough to allow the computer screens to be approximately at arm's length away from you?		
Is there adequate space under the desk to facilitate optimal working postures and ability to get in and out of the workstation?		
Are items stored under the desk not interfering with leg space?		
Are frequently used items on the desk stored within optimal reach arcs (e.g. keyboard, telephone)?		
Are large or heavy items stored within close reach and not above shoulder height, or nearby where you have to stand to access them?		
For a standing desk, is the desk adjustable so the surface can be set just below the user's elbow height?		
Computer		
Are the keyboard feet adjusted to position the keyboard as flat as possible on the desk?		
Is the mouse positioned as close to the keyboard as possible?		
Has the screen been positioned at approximately arm's length from your seated position?		
Have the screens been positioned so you can look straight ahead and slightly down at the screen (top of screen level with or below eye level when the user is sitting upright)?		
Does the positioning of dual screens reflect the amount of work completed for each?		
Is there a document holder between the screen and keyboard if required?		
Is the screen positioned to avoid reflections or glare from windows or lights (e.g. not facing or backing onto windows)?		
Telephone		
Is the telephone placed within the close reach arc on the side which is comfortable to use with other tasks and equipment?		
If there is frequent telephone work, is there a headset provided?		

Lime Therapy

**153 Lime Avenue
Mildura Victoria 3500**

Phone 03 5022 0955

Email admin@lime-therapy.com.au

lime-therapy.com.au