

OFFICE WORKSPACE ERGONOMICS

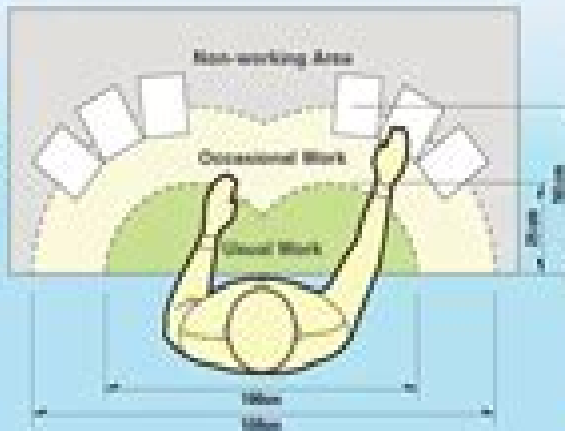
THE DESK LAYOUT



DESK ARRANGEMENT

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

Commonly used desk equipment and accessories should be placed close to the monitor to allow the user access.



SITTING POSTURE



- CHAIR**
- Work area parallel with the desk height
 - Chair arm rests should not prevent the worker from using tools in the desk
 - Feet should bring most the ground in the use of a chair is required
 - Chair backrest back, not providing adequate back support

- MONITOR**
- Monitor should be within eye VTS at the monitor
 - Monitor should be directly in front of the worker
 - Monitor distance should be 50-60cm away from the worker screen height

- KEYBOARD (RECOMMEND)**
- The keyboard position should be approximately 10cm-15cm 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 edge of the desk edge

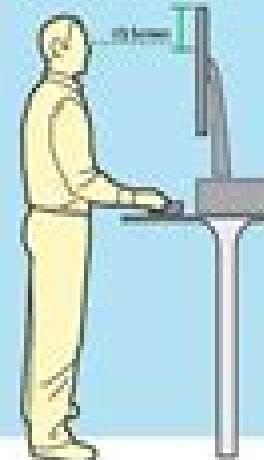
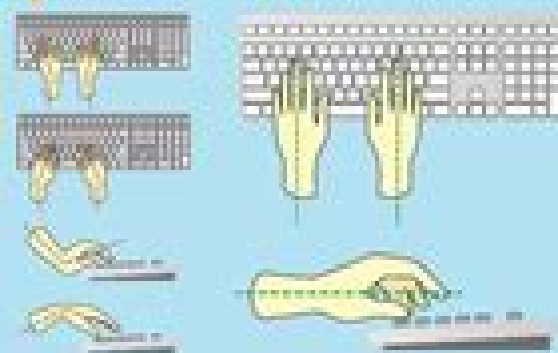
- MOUSE (RECOMMEND)**
- Work supports for keyboard and mouse used where appropriate
 - Telephone or headset within reach of worker
 - Reading/Writing holder used where appropriate

- DESK (WORKING HEIGHT)**
- Worker sits into the back of the chair
 - Worker has adequate back and lumbar support
 - Feet rest on the ground firmly
 - Height are parallel to the ground
 - Worker can sit down enough in the desk

- POSTURE**
- Worker workers are not able to stand feet firmly on the ground and often sit on their feet on the floor legs in the desk from the edge of the desk
 - Adequate support for the worker will provide and encourage good seated posture



- WORKING EQUIPMENT**
- Work position is needed
 - Worker released in the keyboard to allow for the desk edge from back 10-15cm
 - Arm rest support/brace is indicated
 - Worker sits down on the monitor



- STANDING POSTURE (RECOMMEND)**
- The worker should be parallel to the desk when sit in the correct working height

THE WORKER SHOULD BE PARALLEL TO THE DESK WHEN SIT IN THE CORRECT WORKING HEIGHT

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