

OFFICE WORKSPACE ERGONOMICS

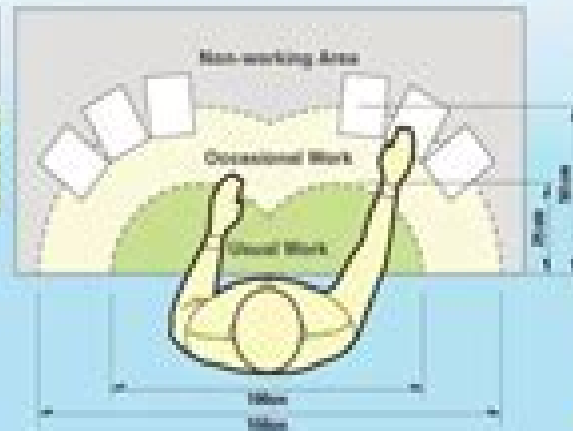
THE DESK LAYOUT



DESK ARRANGEMENT

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

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



SITTING POSTURE



Chair

- Workers sit at a height 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 backrest 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 10cm-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

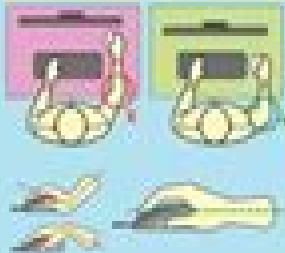
- Work capacity for keyboard and mouse when seated.
- Telephone or headset within reach of worker.
- Reading/Writing board used when appropriate.

Desk Surface Position

- Worker sits into the back of the chair.
- Worker has adequate back and lumbar support.
- Feet sit flush to the ground firmly.
- Height adjustable to the ground.
- Worker can sit down enough in the seat.

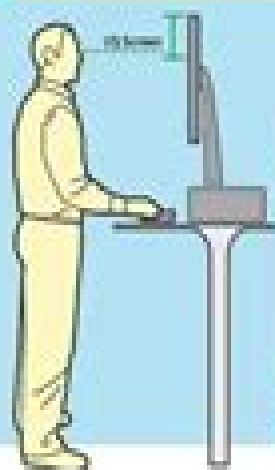
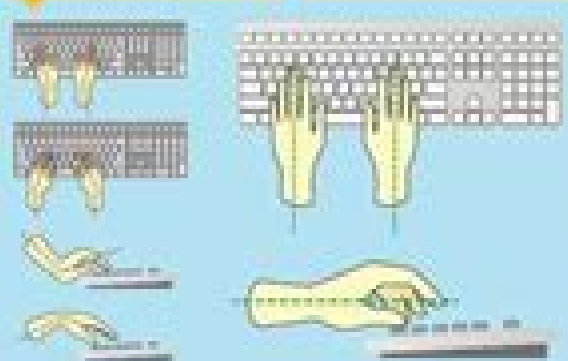
Footrest

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



Monitor Accessibility

- Work position is needed.
- Monitor distance to the keyboard is close to the desk edge from 10-15cm.
- Arm rest adjustment is indicated.
- Worker sits close to the monitor.



Monitor Accessibility (continued)

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

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

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