

Computer ergonomic guidelines

Good posture and reviewing your computer workstation set up is important for all employees. There is no single, rigidly defined position however the workstation checklist, health tips and frequent stretching can assist in preventing postural discomfort and musculoskeletal injury.



Workstation Setup

Chair Height

Elevate the seat so that your forearms are level to or above the desk (90-110 degrees).

Chair Backrest

Adjust the height of the backrest so that the back is supported, and the backrest is slightly reclined (90-110 degrees).

Chair seat base

You should be able to sit right back in the chair. This can be measured by a 2-3 finger clearance between the front edge of the seat base and back of the knee.

Knee position and foot support

Knees should be bent at 90 degrees whilst seated and feet should be comfortably flat on the floor. If your feet are not on the ground a footrest may be appropriate.

Computer monitor height

The top of the monitor should be level to or lower than your eyes.

Computer monitor distance

The distance of the monitor should be approximately arm's length away from you or slightly further away.

Single monitor position

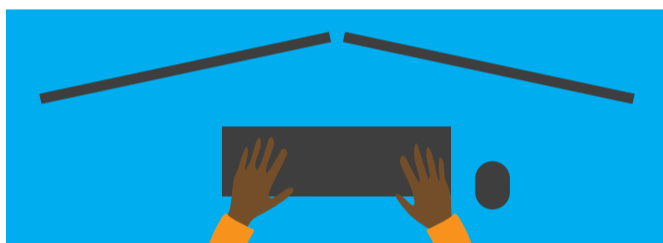
The monitor should be directly in front of you.

Dual monitor's position

1. If one monitor is used more frequently than the other, then the main monitor is placed directly in front of you and the second monitor is positioned at a slight angle to the side.
2. If both monitors are equally used, the monitors should be set up centrally, both at a slight angle and aligned with the keyboard. *See diagram to the left*

Keyboard and mouse

Both devices should be in your "usual work area" which means your elbows remain at your side. The keyboard should be positioned directly in front of you and mouse on either side of the keyboard.



Work Tips

Set up your equipment based on your frequency of use.

- a) Usual work zone - items that are frequently used. You shouldn't have to stretch your shoulders, elbows, hands to access them (e.g. keyboard and mouse)
- b) Occasional work zone - items should be used occasionally (e.g. notebook, pens)
- c) Non-working zone - rarely used items such as stapler or folders should be in this area. The non-working zone could be an opportunity to stand and change posture to access the items.

Microbreaks

Take 30 second microbreaks every 30 minutes to avoid prolonged postures and reset the brain to avoid procrastination and improve performance. It may involve getting up and stretching or walking to get a drink of water.

Hydration

Keep hydrated by drinking water as it will force you to stand frequently and take microbreaks.

Lunch

Try to eat lunch away from your desk or work area

Stretch regularly

Stretch periodically throughout the day. Focus on lower back, neck, chest and arm stretches to maintain a good posture. The stretch should be uncomfortable but not painful. *See stretching for office workers*



Further Assistance

The Rozelle Interchange Project offers ergonomic assessment and advice to staff. For more information on how to book an assessment please contact Andrew MacPherson: Andrew.Macpherson@rozelleinterchange.com.au