

Your Guide to an Ergonomic Workspace

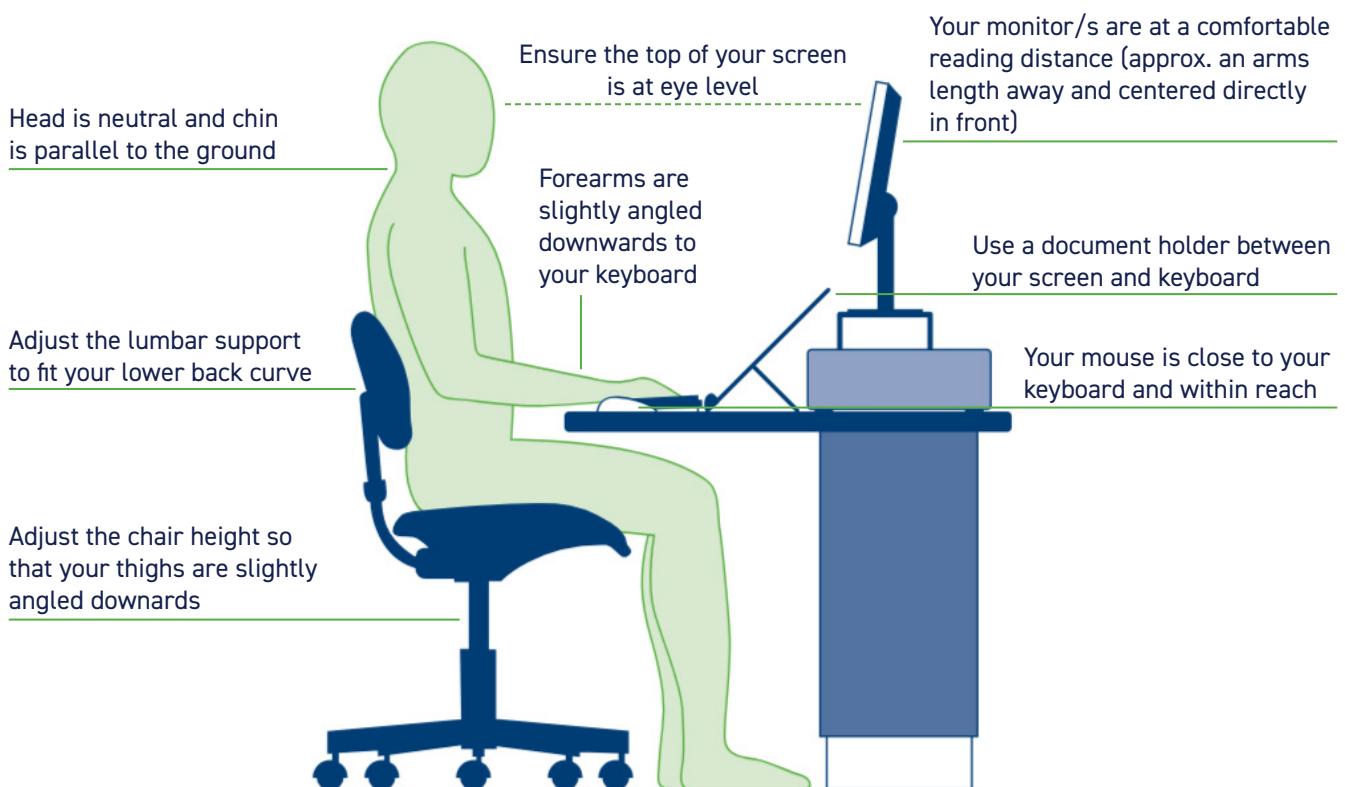
Practice optimal ergonomics to maintain your health and wellbeing

Getting your workstation set-up correctly at work or when working from home can help to prevent musculoskeletal disorders and other physical injuries. Poor posture and extensive periods of sitting are common contributing factors to musculoskeletal disorders such as soreness, aches or pain in the lower back, neck or wrists.

Always check and adjust your workstation equipment to your needs, including your desk, chair, monitors, keyboard, and mouse, to help prevent discomfort, injuries or disorders.

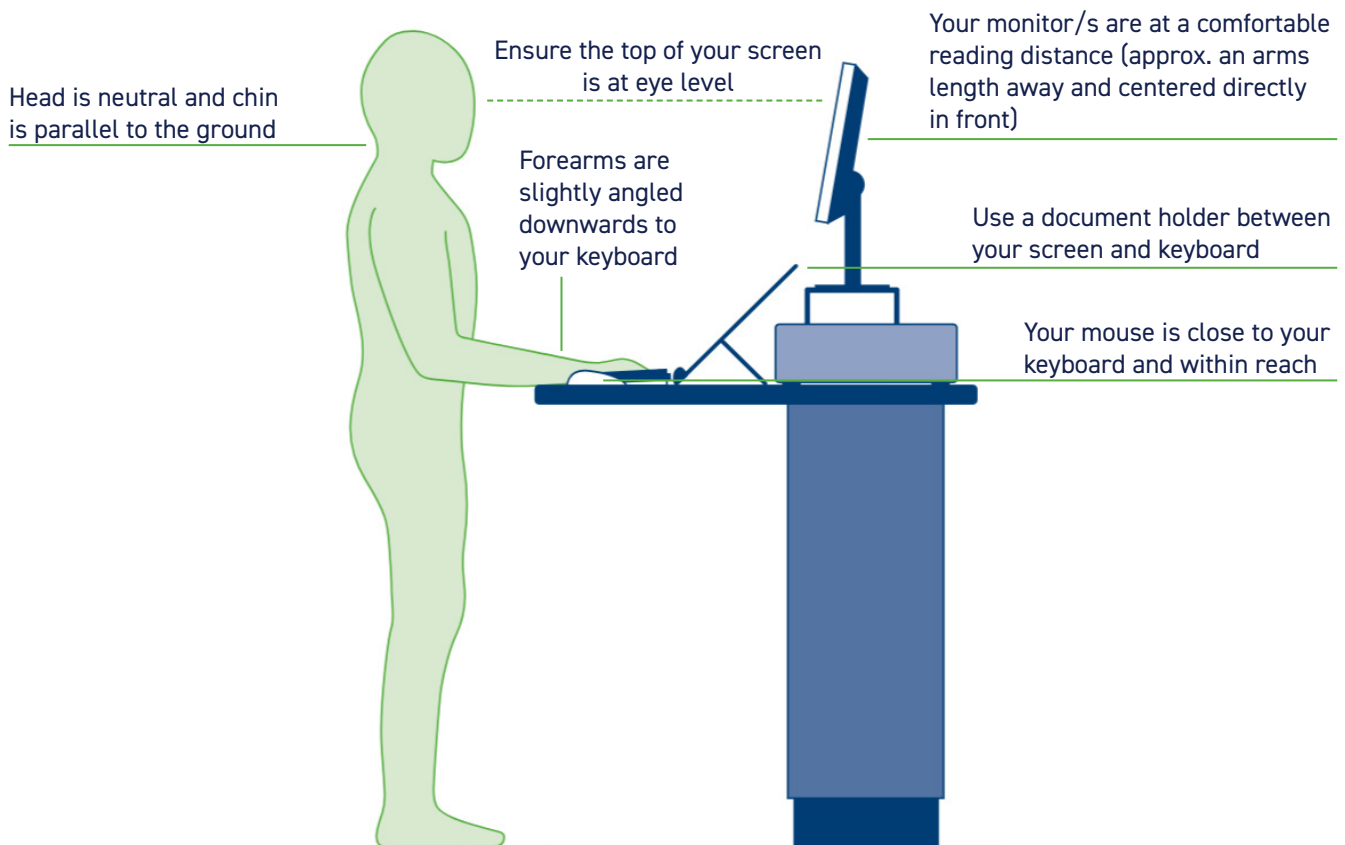
This guide will help you to maximise the benefits from your sitting or standing desk.

SETTING UP YOUR SITTING WORKSTATION



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SETTING UP YOUR STANDING WORKSTATION



WORKSTATION LAYOUT

- ✓ Keep frequently used items within easy reach
- ✓ Consider using a document holder
- ✓ Avoid clutter - use off-desk storage to reduce excess items on your desk
- ✓ Use a desktop program or app that can remind you to stretch and take regular breaks
- ✓ If you are experiencing discomfort, contact your HR or WHS team for advice

HEALTHY HABITS

- ✓ Take regular rest breaks to stretch and adjust your posture
- ✓ Stay hydrated - drink plenty of water during the day
- ✓ Vary between sitting and standing
- ✓ Avoid wearing heels when standing
- ✓ Keep feet shoulder width apart when standing
- ✓ Don't stand all day - alternate between seated and standing postures every 30 minutes