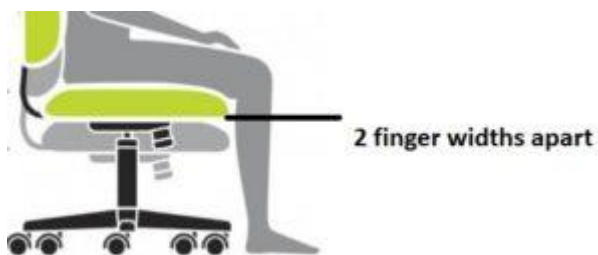


How to set up your work desk for comfort and safety

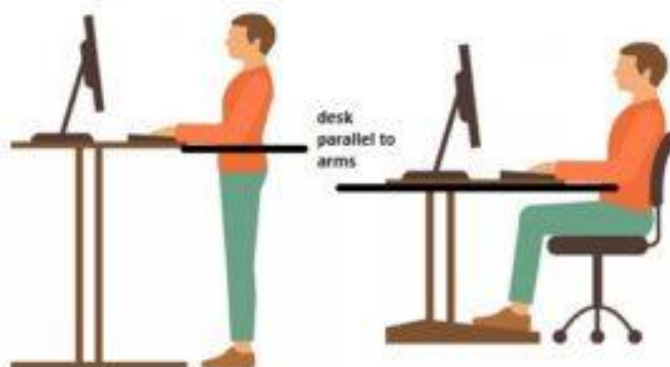
Chair

- When sitting in the chair your knees should be two finger widths away from the edge of the seat pan. Your knees should also be at approximately 90 degrees
- Ensure that your seat has a full back with a built in back support and adjustable height and arms
- For increase stability five wheel castors are recommended
- When seated your back should be pressed right up to the back support and feet should be able to touch the ground



Desk

- There are a number of options when it comes to a desk; the shape, split levels, fixed height or adjustable sit to stand. Regardless of what you have the desk height should be parallel with your arms (or slightly lower) when you are either sitting or standing.
- Desk accessories such as telephone, document holders and wrist supports should be within easy reach areas 25-50cm from the edge of your desk
- If changing from a fixed height desk to a sit to stand option, it is best to start with small amounts of time standing and build your tolerance throughout the day/week.



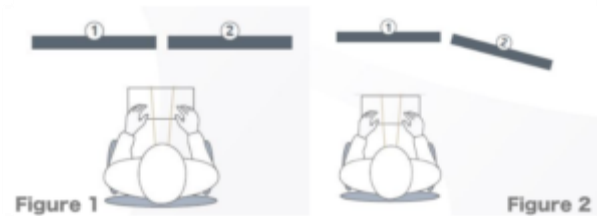
Foot rest

- When seated your back should be pressed right up to the back support and feet should be able to touch the ground. If this is not the case you will require a footrest to prop on



Monitor

- Should be at eye level in front of you. This applies for those using dual monitors too, with the exception of the monitors varying a split between 50/50 to 80/20. Simply what ever monitor you use the most, then this monitor should be more within your direct line of sight.
- The monitor can be tilted to a slight angle
- The monitor should be approximately 20-30" away from your face
- If this is a problem for you, then you will require a monitor holder



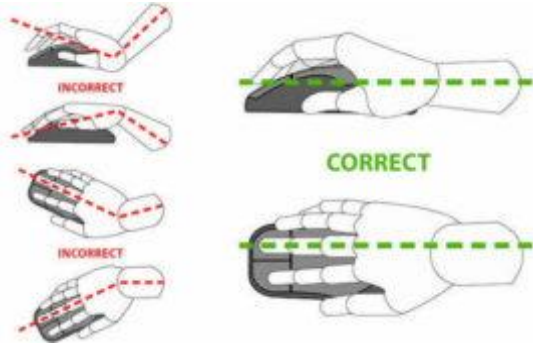
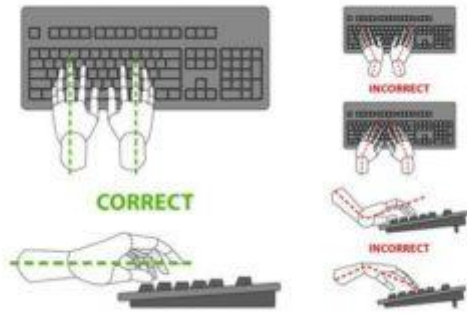
Dual monitor



Single monitor

Keyboard and mouse

- Your keyboard should sit approximately 10-26cm from the edge of your desk and mouse adjacent to this.
- Your wrist should be in neutral position when using the mouse
- Support pads can be used for both your keyboard and mouse



Reference: Sourced from - <https://www.caseycentralosteo.com.au/>