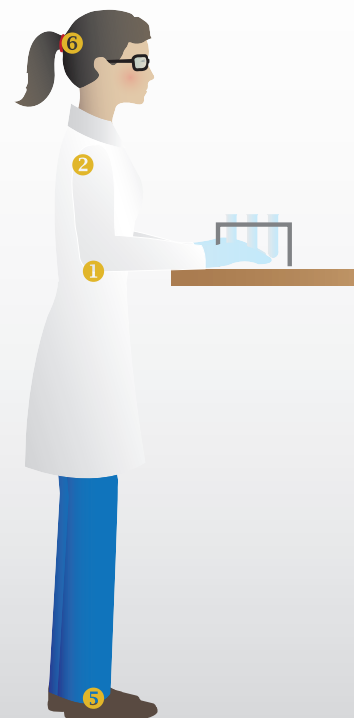




# Workstation Setup



Set up your desk to position frequently used items within a forearm's length and less frequently used items within a stretched out arm's length

## 1 Elbows

Above the desk, at 90-110 degrees

## 2 Shoulders

Relaxed as opposed to hunched

## 3 Wrists

In line with forearms

## 4 Hips, Knees, Ankles

At 90 degrees whilst seated

## 5 Feet

Flat on the ground or footrest

For prolonged standing, consider a mat

## 6 Head

Upright with ears aligned with shoulders

## 7 Eyes

Looking at the top third of the screen.

Consider the use of a laptop raiser with your laptop

## 8 Seat length

Should be long enough to provide support beneath thighs

## 9 Backrest

Angled at 90-110 degrees with adequate lumbar support in line with lower back

## 10 Keyboard and Mouse

G and H of keyboard aligned with your nose. Mouse gripped loosely

## 11 Laptop

Used with a riser, external keyboard and external mouse

## Health Tips

### ➤ 20-20-20

Every 20 minutes, focus on an object 20 metres away, for 20 seconds

### ➤ Take regular breaks

### ➤ Keep hydrated

Drink plenty of water and limit your caffeine intake

### ➤ Avoid eating lunch at your desk

### ➤ Exercise regularly

### ➤ Stretch

Stretching classes can be organised for your work area by emailing [uwahealth-sseh@uwa.edu.au](mailto:uwahealth-sseh@uwa.edu.au)

## Further Assistance

Safety and Health provide ergonomic assessment and advice to UWA staff and post-graduate students with dedicated office space.

To book online: [safety.uwa.edu.au/forms/ergonomic\\_assessment](https://safety.uwa.edu.au/forms/ergonomic_assessment) or contact us on 6488 3938