

ACC Workstation Set-up Advice

Quick Guide to Workstation Set-up

If you have a fixed height desk:

1. Put your keyboard on the desk
2. Adjust the height of your chair so that your elbows are roughly at the same height as the keyboard's 'home keys' (a,s,d,f and j,k,l,;).
3. If your chair is now too high for leg comfort - the seat is digging into the back of your thigh and your feet are not comfortably placed on the ground - you will need to get a footrest.
4. Place your work directly in front of you, or find out how to set up a copyholder.
5. Adjust the computer screen height so that:
 - it is at arms length (approximately 1-meter) away, and
 - when in a relaxed 'normal' working posture, look directly ahead and you should see the top of the screen.
6. Keep the mouse as close as possible to the keyboard to prevent excessive stretching.
7. Keep items in frequent use within arm's reach. Items used less frequently can be moved to the outer confines of the working area.

If you have an adjustable height desk:

1. First adjust your chair to the correct height, allowing your feet to be comfortably placed on the ground with no pressure behind the thigh (with your hips at roughly the same height as your knees).
2. Then adjust the desk height so that the keyboard 'home keys' are at the same height as your elbows.
3. Continue with the adjustments for fixed height desk as above from step 3.

The location of items on the desk

You will need to think about where you place the items on and around your desk.

- For optimum comfort desk items that are used frequently should be within arms reach. These items may include: telephone, keyboard or documents.
 - Items used less frequently should be put towards the outside of the desk, e.g. staplers, notepads, or lights.
 - Items used infrequently should be placed further away or put away, e.g. reference books and spare stationary.
- Which items are used frequently, less frequently and infrequently will depend on the job that you are doing and will tailoring to your particular job.



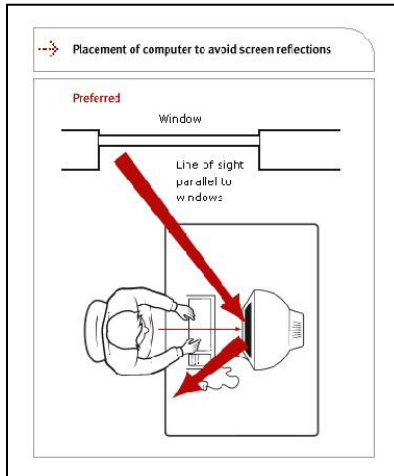
Some items used less frequently could deliberately be moved away from the desk to encourage movement and changing of position e.g. printers (do not try to do this with frequently used items as it may become annoying).

Desk position

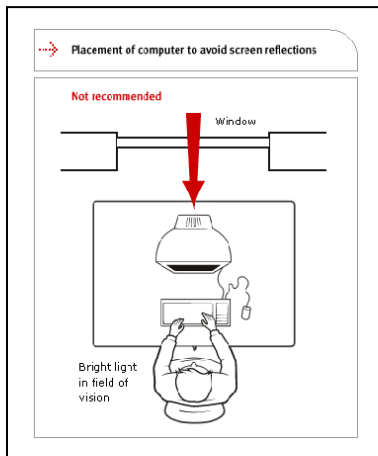
The two main visual problems for computer workstations are screen reflections (usually from windows and bright lights) and glare (usually from windows).

Placement of the desk

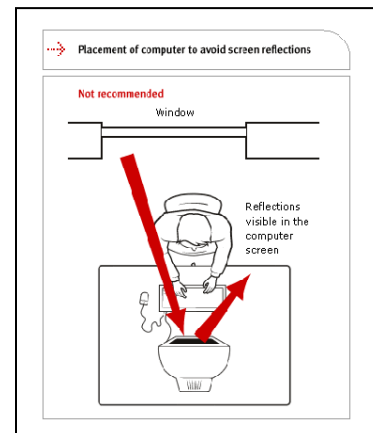
Reflections on the monitor screen are most frequently caused by poor placement of the monitor in relation to windows and bright lights. Reflections can be avoided by placing the desk and the monitor correctly.



Where possible, the screen should be at right angles to the window or source of bright light. These sources of light include overhead lighting. If you have overhead fluorescent lighting, the long axis of the fitting should be parallel to your line of sight.



If the light source is behind the user, reflections will be visible.



If the light source is in front of the user they will suffer from too much glare.

Things you can do

- Sometimes overhead lights can cause a reflection on the screen. This may mean that the monitor is tilted up too far. Try moving it to face forwards more.
- If it is not possible to alter your desk position to account for windows and lights, you may have to look at getting screens for the window or a glare filter for your screen to help the situation.

If you feel you are not confident or competent to follow the above guide for organizing your workstation, see your health and safety officer and/or manager to address the situation.

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