



- ✓ Prepare – ensure you bring home all required equipment and cables from the office
- ✓ Always check your chair and workstation prior to commencing work
- ✓ If you feel discomfort, check the adjustment of your chair and posture at workstation during the day
- ✓ If discomfort persists, report to your HSE rep or manager

Work Areas	<input type="checkbox"/> Set up workstation in a area with good lighting. If you experience glare on your screen tilt the screen down slightly <input type="checkbox"/> Where possible ensure good air flow – access to a window or fan
Seat base	<input type="checkbox"/> Should support the thighs to approx 3 fingers width behind the back of the knee <input type="checkbox"/> Seat base tilt should be adjusted until parallel to floor
Backrest	<input type="checkbox"/> Adjust tilt of backrest so the body is supported with a 90° - 100° between the trunk and the thighs <input type="checkbox"/> Adjust backrest height so the lumbar support aligns with the curve in the small of the back – if your chair doesn't have a lumbar support you can substitute a rolled-up towel or narrow cushion
Armrests	<input type="checkbox"/> Adjust height of armrests so they allow clear / close access to the desk (should slide under the desk)
Chair Height	<input type="checkbox"/> Adjust chair height to allow access the keyboard with the upper arms by your sides and elbows at 90° <input type="checkbox"/> Feet should be well supported. If they are unable to touch the floor with the chair adjusted to the correct height, a foot rest is required
Monitor	<input type="checkbox"/> Monitor should be directly in front of the user, not off to the side <input type="checkbox"/> Resting eye level should be to the top third of the screen at eye level
Keyboard and Mouse	<input type="checkbox"/> Place keyboard and mouse close to the operating position. <input type="checkbox"/> Upper arm should be by the side, with elbows at 90° <input type="checkbox"/> Wrists should be in a flat, neutral position
Work Breaks	<input type="checkbox"/> Posture break every 45 – 60 minutes – get up and move or perform seated stretches <input type="checkbox"/> Visual break every 20 minutes (focus on object on other side of room for a few seconds)



