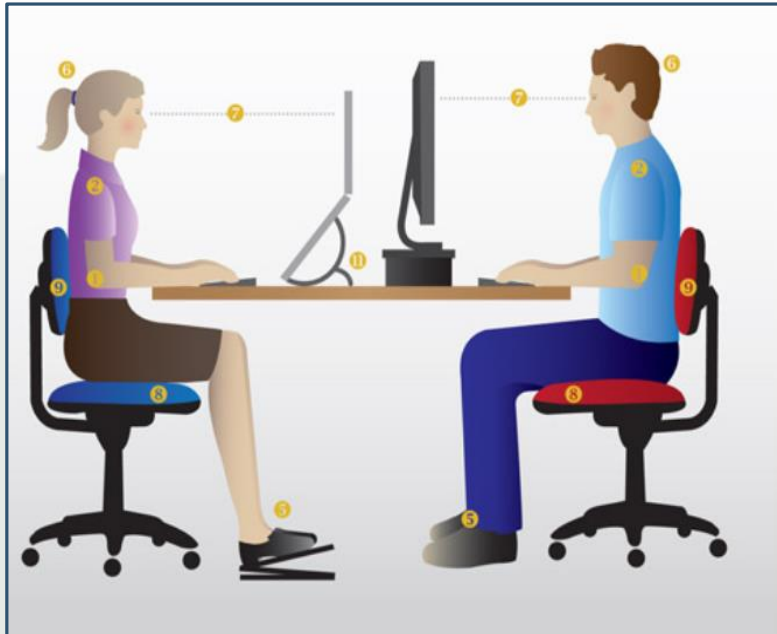


Workstation Set up Guide

What to consider when setting up your workstation



- 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



**EVERY 20 MINUTES
SHORT ACTIVITY* AT
WORKSTATION**

**EVERY 60 MINUTES
5 MINUTES AWAY FROM
WORKSTATION**

Active Working

**Short activity includes some form of light exercise (stretch, stand up, move around, off-screen task, etc.)*



INPUTTING AND INTENSE USE

**EVERY 20 MINUTES
10 MINUTES AWAY FROM
WORKSTATION**

REVIEWING INFO, PHONE CALLS AND LIGHT USE

**EVERY 20 MINUTES
SHORT ACTIVITY* AT
WORKSTATION**

**EVERY 40 MINUTES
SHORT BREAK AWAY FROM
WORKSTATION**



**EVERY 10 MINUTES
SHORT ACTIVITY* AT
WORKSTATION**

**EVERY 20 MINUTES
SHORT BREAK AWAY FROM
WORKSTATION**

**EVERY 20 MINUTES
10 MINUTES ACTIVITY*
AT WORKSTATION**

**EVERY 40 MINUTES
SHORT BREAK AWAY FROM
WORKSTATION**

Personal Risk Assessment

GOOD LIGHTING?	SLIP, TRIPS, FALLS?	MENTAL HEALTH AND WELLBEING	COMMUNICATION METHODS?
360° AWARENESS	HEALTH CONDITIONS?	COMFORTABLE TEMPERATURE?	DEPENDENTS?

Take a few moments to consider your own health and safety whilst working

Remember

*Always complete a personal risk assessment before starting work
You are responsible for your own Health & Safety at work, and report all accidents as normal in WorkJam*