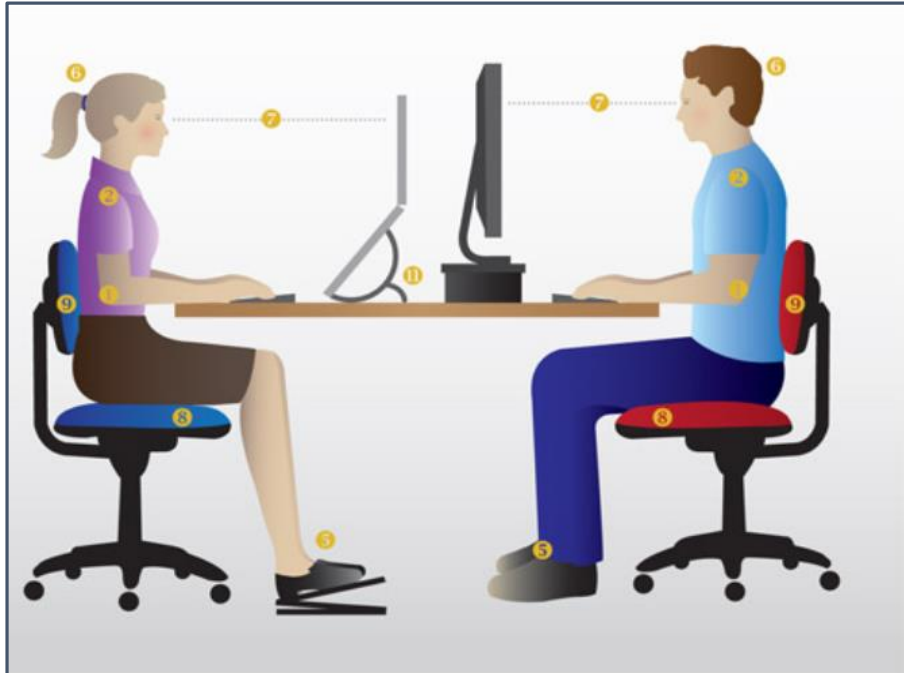


What to consider when setting up your workstation



- 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.
Considering 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

		Active Working	
 OFFICE CHAIR	 EVERY 20 MINUTES SHORT ACTIVITY* AT WORKSTATION	 EVERY 60 MINUTES 5 MINUTES AWAY FROM WORKSTATION	*Short activity includes some form of light exercise (stretch, stand up, move around, off-screen task, etc.)
INPUTTING AND INTENSE USE		REVIEWING INFO, PHONE CALLS AND LIGHT USE	
 FIXED CHAIR	 EVERY 20 MINUTES 10 MINUTES AWAY FROM WORKSTATION	 EVERY 20 MINUTES SHORT ACTIVITY* AT WORKSTATION	 EVERY 40 MINUTES SHORT BREAK AWAY FROM WORKSTATION
 SOFT SEAT / NO TABLE	 EVERY 10 MINUTES SHORT ACTIVITY* AT WORKSTATION	 EVERY 20 MINUTES SHORT BREAK AWAY FROM WORKSTATION	 EVERY 20 MINUTES 10 MINUTES ACTIVITY* AT WORKSTATION
		 EVERY 20 MINUTES SHORT ACTIVITY* AT WORKSTATION	 EVERY 40 MINUTES SHORT BREAK AWAY FROM WORKSTATION

Personal Risk

 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 on C365*