Facility Management Victoria Pty Ltd
## Ergonomics - Workstation Policy

Policy

Facility Management Victoria Pty Ltd understands the importance of working in a comfortable and safe environment. All employees working at a workstation must ensure the following procedures are put in place.

Seat:

Height: Raise/ lower the seat to enable the desk height to be at your elbow height. Adjust chair height so the feet are comfortably flat on the floor, the thighs are approximately horizontal and the lower legs approximately vertical.
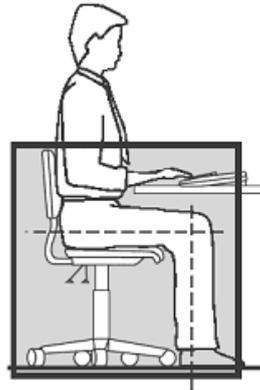
Tilt: Set to horizontal initially, although you may wish to adjust the tilt slightly forward to suit your comfort.

Back Rest:

Height: Move the back rest to locate the lumber support to the curve of your lower back. Lock the back rest into place.

Angle: Use your body weight to lean against the backrest. Depress the control lever to enable the back rest to change the angle. Frequent posture changes encourages blood flow to different muscle groups which helps minimize back fatigue when sitting for prolonged periods.
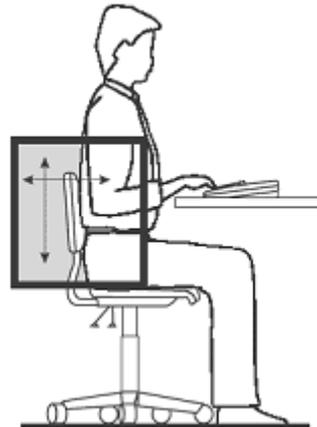
Arm Rests:

Armrests are usually recommended unless they are well out of the way of the desk. However if your chair has arm rests make sure that they not prevent you from getting as close to the desk as you require or that they impinge on your elbows while you are working.
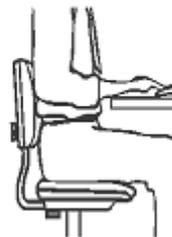
Foot Rests:

Use a foot rest if you feel pressure under your thighs from the front edge of your seat. A foot rest is also useful to address lower back fatigue when sitting for long periods. Pushing your feet into the foot rest helps to push your back in the back rest of the chair.

WORKSTATIONS

Position on the desk

Place the keyboard as close to the front edge of the desk as is comfortable. Do not place document between the keyboard and the front edge of the desk, as this increases the reach distance to the keyboard and may result in excessive bending of the neck to look at documents. Where possible, layout should be reorganized to bring frequently used objects closer to the user.
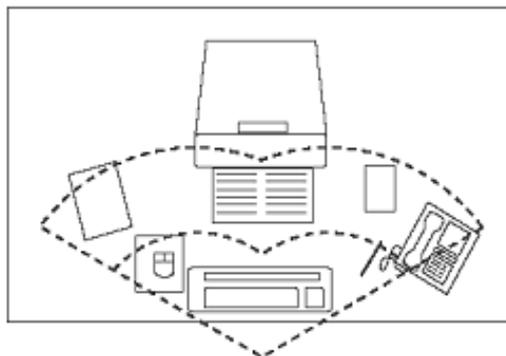

Position of your mouse and keyboard

Both these items are used frequently and should be located on the desk in the primary reach area.

Keyboards: Touch typists should locate the keyboard close to the desk edge. Non-touch typists should locate the keyboard around 10cm in from the desk edge. This enables Desk space to rest the hands when not typing. Reduce the neck angle when looking between the keyboard and monitor.

Mouse: The elbow should remain bent when reaching for the mouse. The mouse should be located in the primary area. Your forearm should rest on the desk when your hand is on the mouse.
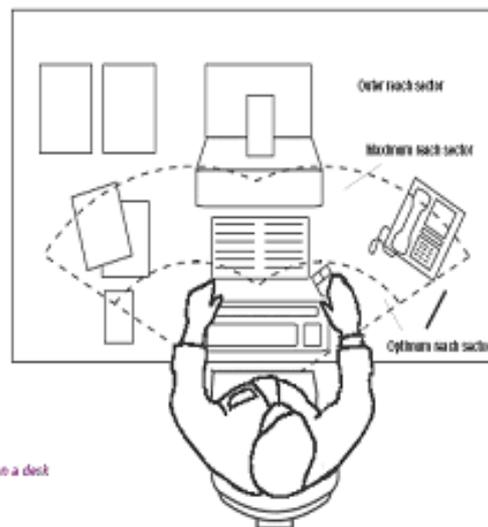

The computer screen

The screen should be positioned once the chair and desk heights have been established.

Height: The screen should be positioned so that the top of the screen is level with or slightly lower than your eyes when you are sitting upright. Either raise or lower the screen to achieve the desired height.

Distance from the eye: The monitor should be at least a full arms length away from your seated position.
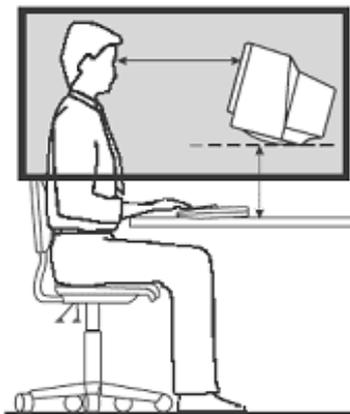
Clutter

Power leads, boxes and files, rubbish bins and general clutter stored underneath your desk decrease or interferes with space required for your legs. This may force you to adopt a twisted or an awkward posture of the spine.