



This form relates to OHS Guideline – [Office-based Workstations](#)

Note: this checklist shows the recommended characteristics of a well set up workstation, but users may choose to depart from some of the recommendations based on personal preferences, practicalities, etc. See overleaf for diagrams.

DESK

- Height of work surface places keyboard at elbow level or just below when seated
- Foot rest may be necessary for fixed-height workstations
- Work surface is of sufficient dimensions to accommodate all equipment comfortably
- Thickness of the work surface between approx. 25mm and 33mm
- Depth and width of space available under desk allows comfortable leg movement
- No sharp edges, corners, protrusions or rough surfaces

CHAIR

- Stability: 5 star base, and freely moving casters on carpet, or glides on a hard floor surface
- Adjustability: it should be easy to adjust chair height
- Grip: woven fabric upholstery is preferred

POSTURE – SEATED

- Feet well supported on floor (or footrest see “Other Equipment” below)
- Thighs supported by chair seat without pressure underneath from front edge of seat
- Upper body is upright, with the lumbar curve of the back firmly supported by the backrest
- Shoulders relaxed, down and back
- Elbows close to the body and upper arms vertical
- Forearms approximately horizontal and wrists aligned with forearms (fingers on keyboard)
- Head upright or inclined slightly forward with no neck strain

POSTURE – STANDING

- Desk level at, or just below, elbows height
- Body positioned close to desk edge
- Straight back, shoulders relaxed
- Appropriate balance of standing and sitting time

MONITOR(S)

- Distance to monitor(s) approx. 600mm or more (dependent on eyesight and preference)
- Top edge of screen(s) at about eye height
- Glare and reflections on screen(s) eliminated
- Screen contrast and brightness adjusted to avoid eyestrain
- If using two monitors, both units placed symmetrically relative to the user

OTHER EQUIPMENT

- Keyboard within easy reach of fingers with upper arms relaxed and vertical, close to desk edge
- Mouse and mouse pad placed directly beside end of keyboard on preferred side
- Other items used frequently within easy reach from normal working position
- Items used less frequently placed further away, requiring arm extension or even slight stretch
- Document holders (if any) positioned to promote comfortable head and eye movement
- Footrest (if required where feet cannot comfortably reach floor) non-slip, on slight angle
- Cables from computers, telephones and other equipment tied neatly

ENVIRONMENT

- Overhead lighting positioned to illuminate work surface without glare or shadows
- Distracting noises avoided
- Ambient temperature of 18 – 25°C recommended for sedentary office work

EXERCISES

- Regular breaks (consider using an automatic reminder such as [Workrave](#))
- Regular limbering/relaxation exercises (e.g. see pp. 68-71 of WorkSafe’s [Officewise](#))

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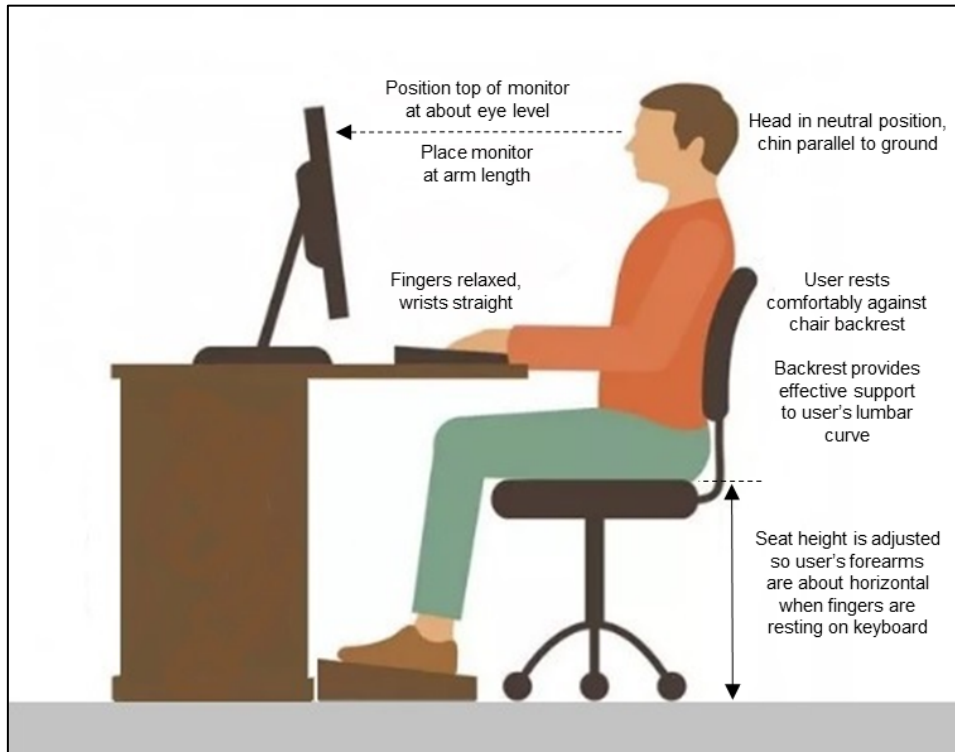


Fig. 1: Seated office workstation

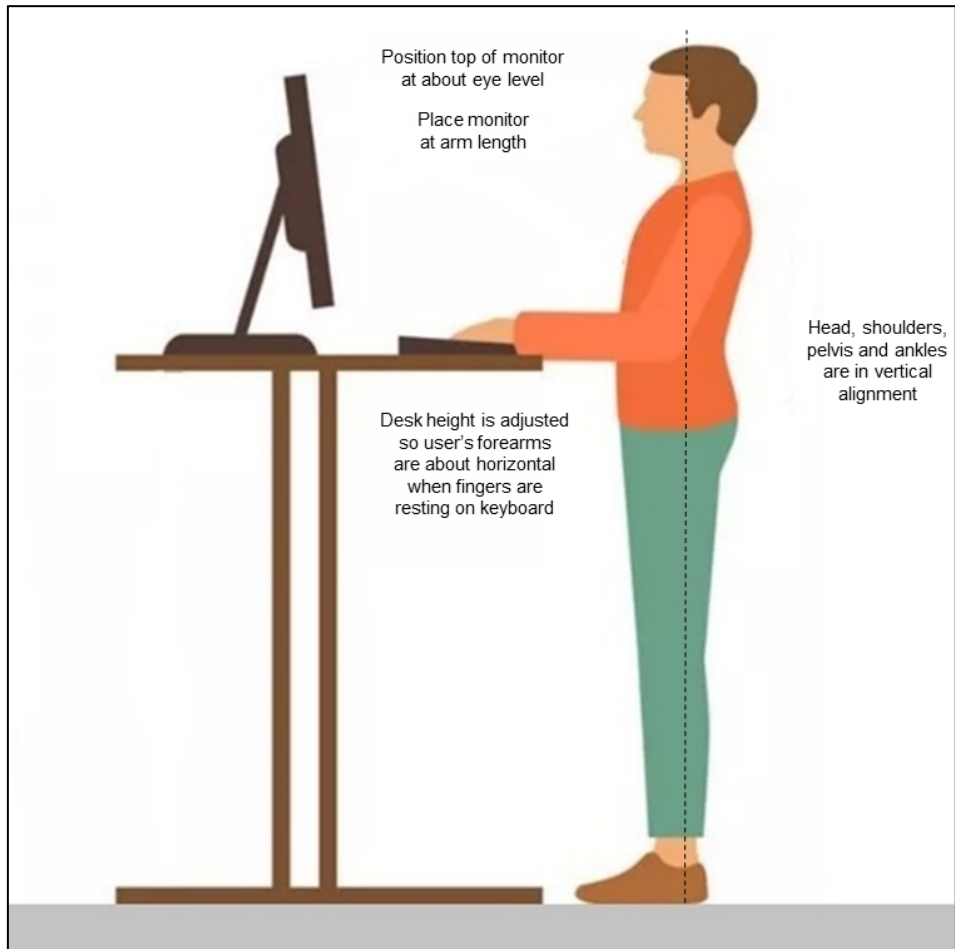


Fig. 2: Standing office workstation

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