

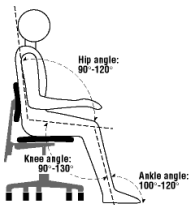


## WELCOME TO YOUR SHARED DESK SPACE!

BEFORE YOU START, MAKE SURE TO WIPE DOWN THE DESK AND ANY SHARED EQUIPMENT (MOUSE/KEYBOARD) TO REDUCE THE RISK OF EXPOSURE TO COVID OR OTHER CONTAMINANTS

BEFORE YOU START WORKING, TAKE A FEW MOMENTS TO ADJUST THE DESK, CHAIR AND OTHER ITEMS TO ENSURE A SAFE AND COMFORTABLE TIME AT WORK.

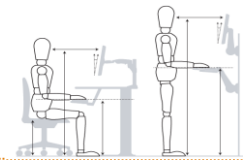
### CHAIR



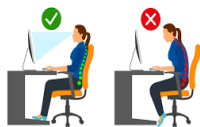
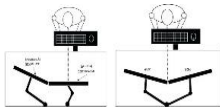
- ✓ Adjust the seat base height so knees and hips at or slightly above 90 degrees.
- ✓ Check that the seat base size is suitable - Width supports your hips, depth adjusted to allow a small gap between back of knees and chair. Swap chairs if not a good fit.
- ✓ Adjust back rest height so the bulging part of the backrest sits in the curve of your spine.
- ✓ Adjust the back rest angle to support a relaxed, upright posture.
- ✓ Adjust the seat base tilt to neutral (flat).

### DESK

- ✓ Adjust the desk height for sitting and/or standing so that your shoulders are relaxed and forearms parallel to floor when typing.
- ✓ Ensure the desk size is appropriate to task requirements.
- ✓ Wear flat supportive shoes to protect your feet and knees.

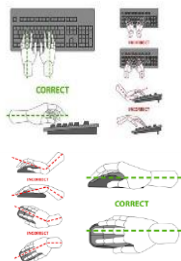


### SCREENS



- ✓ Adjust the monitor height so your eyes are level with the top tool bar on screen, OR if using multi focal glasses, adjust the screen down and tilt it away from you so that your head is in a neutral position (eyes forward, chin level) when viewing the screen.
- ✓ Adjust the screen distance to approximately an arms-length from seated position, so you can sit back in the chair & comfortably read the screen without leaning forward.
- ✓ Adjust the monitor angle to suit your comfort and minimise reflection or glare.
- ✓ Position dual monitors as per the graphic to reduce strain on the neck.
- ✓ If using a laptop, use an external mouse and keyboard so that you can raise the screen height as detailed above without compromising your shoulder posture.

### MOUSE, KEYBOARD AND DESKTOP EQUIPMENT



- ✓ Position the keyboard centrally between you and the computer.
- ✓ Keep the keyboard flat on desk (not elevated at rear) to minimise wrist strain.
- ✓ Ensure the keyboard height (desk height) allows a relaxed shoulder posture with your elbows at approximately 90 degrees when typing.
- ✓ Position the mouse as close as possible to the keyboard allowing your arm to rest close to your body.
- ✓ Consider alternating mouse use between left & right if comfortable doing so.
- ✓ Set up your phone headset and any other necessary equipment in easy reach from your seated position.

### TAKE REGULAR BREAKS

- ✓ Commit to taking regular posture breaks throughout the day (2 minutes every 30 minutes as well as regular lunch/tea breaks).
- ✓ Use Work Rave (ANU Software Library) or other strategies to ensure regular breaks.



AT THE END OF THE DAY, MAKE SURE TO WIPE DOWN THE DESK AND ANY SHARED EQUIPMENT TO LEAVE THE WORKSPACE CLEAN AND TIDY FOR THE NEXT PERSON

### OSLO Resources – Shared Desk Space

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