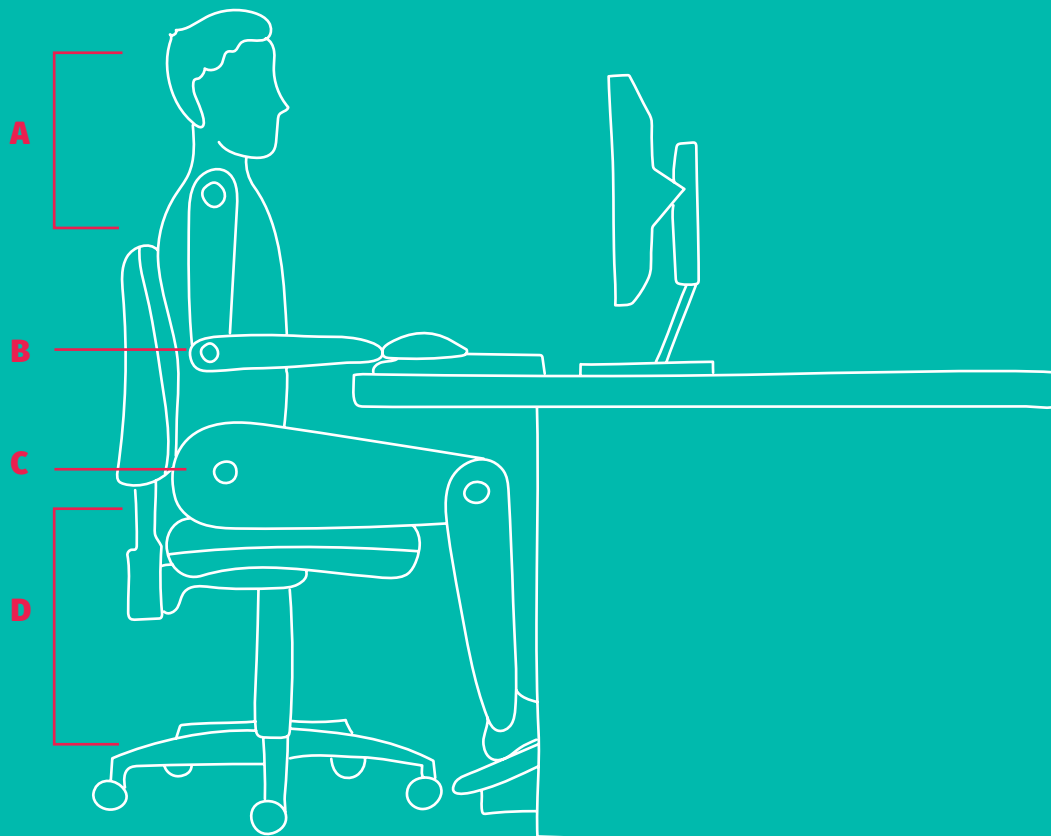


WORKSTATION SETUP



- A** When you are sitting at the correct height you need to adjust your monitor so that your eyes naturally fall in the top 3rd of the screen. You may require a monitor raiser to achieve this. Your monitor should be at arm's length.
- B** Keep elbows bent to 90 degrees, wrists straight and forearms parallel with the desk.
- C** Sit with your bottom right back in the chair so your lower back is supported by the back rest. The lumbar support in the chair should be sitting in the lumbar of your back.
- D** Adjust the height of your seat so that your knees and hips are level, thighs horizontal and feel flat on the floor. A foot rest may be required to achieve this. Ensure there is a space between your knee and the end of the chair.

WORKSTATION SETUP TIPS

Chair tips

- Ensure your thighs are horizontal to the floor
- Rest your feet comfortably on the floor or on a footrest.
- If you are using a keyboard ensure your hands and wrists are at the same height as the space bar on your keyboard.
- Ensure your shoulders are relaxed and you do not have to strain to reach the keyboard.
- Ensure the seat backrest is positioned so that its curve fits into the curve of your
- lower back. A slight backwards tilt can help to reduce the amount of force on the lumbar by increasing the angle at the hips.
- Armrests are not generally recommended as they can force you into an uncomfortable static posture.

Desk tips

- If setting your chair to the correct height does not allow you to position your work at elbow level, you may need to raise or lower the height of the desk
- For a desk that is too high, raising the height of your chair and using a footrest can help you to keep your thighs in the appropriate horizontal position
- If your desk is too low and cannot be adjusted, please let an I2N Hub staff member know.
- Adjust your desk to suit you, rather than adjust yourself to suit your desk.
- Use a document holder to angle source documents vertically to promote a neutral neck posture.

Laptop tips

If you are using your laptop for any extended period time you should:

- Maintain a neutral neck posture by placing the top of the screen at about eye level or slightly lower if using bifocal glasses. Use a laptop raiser or place your laptop on a raised stable surface such as reams of paper or books so that the screen is at the correct height.
- Attach an external keyboard and mouse to the laptop.
- Take frequent stretch breaks every 30 to 45 minutes ([see page 14](#)).

Screen tips

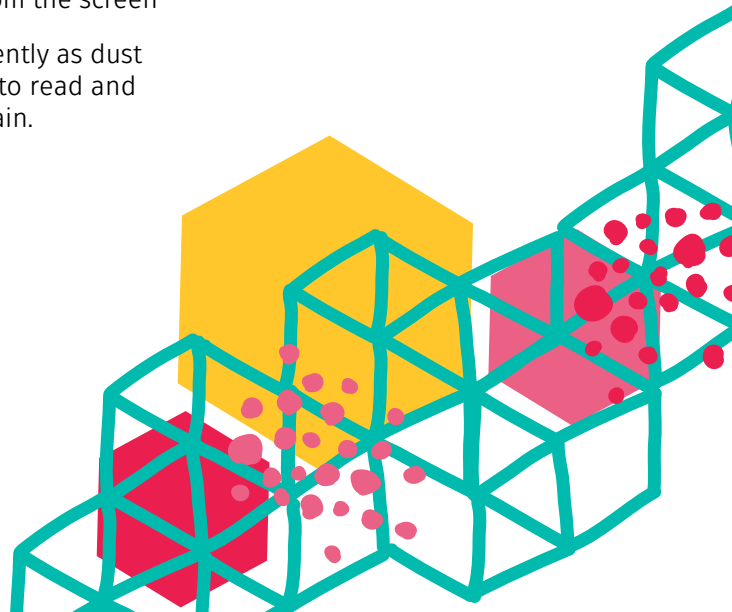
- Ensure your screen is directly in front of you, approximately one arm's length from your body, or further if you have a larger screen. The top of the screen should be at eye level or slightly lower
- Dual screens should be setup side by side with the screens slightly angled towards each other. When shifting focus from one screen to another you should twist your chair rather than your torso.
- Position screens side-on to any windows or strong sources of light to avoid glare and reflections
- Adjust the colour, brightness or contrast of your screen if you find it difficult to read from the screen
- Clean screens frequently as dust can make it difficult to read and may increase eyestrain.

Keyboard tips

- Place your keyboard as close to the front edge of the desk as is comfortable.
- To avoid over-reaching do not place documents between the the edge of the desk and the keyboard.
- To avoid awkward wrist postures the use of tilted keyboards or wrist rests is not recommended.
- Keep elbows bent to 90 degrees, wrists straight and forearms parallel with the desk.
- If you use a laptop extensively, add a remote keyboard, mouse and monitor.

Mouse tips

- Place your mouse next to your keyboard to avoid over-reaching
- Your hand should be in a relaxed position over the mouse.
- Move your whole hand, not your wrist joint, to manoeuvre the mouse.
- Relax your fingers on the mouse rather than tensing them high above.
- Keep your hand off the mouse when not in use.
- Take your hand off the mouse every 5 - 10 minutes and stretch your arms and shake your fingers.



EXERCISE FOR REST BREAKS



Tall stretch

Interlock fingers, palms up. Stretch arms above the head until they are straight. Do not arch the back.



Toe-in, toe-out

Place feet shoulder-width apart, heels on the floor. Swing toes in, then out.



Shoulder roll

Roll the shoulders: raise them, pull them back, then drop them and relax. Repeat in the opposite direction.



Side stretch

Drop left shoulder, reaching left hand towards the floor. Return to starting position. Repeat on right side.



Back curl

Grasp shin, lift leg off floor. Bend forward curling the back with nose towards the knee. This exercise should be avoided in pre- or post-natal conditions.



Leg lift

Sit forward on the chair and place feet on the floor. With a straight leg, lift one foot a few centimeters off the floor. Hold for a second and then return it to the floor. Repeat with the other leg.



Wrist bend

Bend your wrist and fingers with your other hand, bending your elbow slightly at the same time, until you feel the stretch over the back of your forearm. Hold the position for 30 seconds.



Wrist stretch

Stretch your arm out in front of you with your elbow straight, palm facing away from you (fingers pointing up or down). Then with your other hand pull your fingers backwards until you feel the stretch over the front of your forearm. Hold the position for 30 seconds.



Neck bend

Tuck your chin down onto your chest and gently turn your head from side to side, keeping your chin on your chest. Do this ten times.



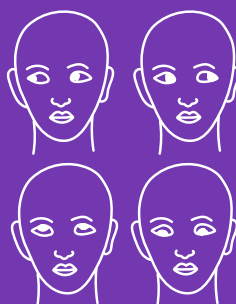
Neck roll

Turn your head slowly, from side to side. Do this ten times.



Eye blink

Open eyes wide, raise eyebrows, then close eyes as tightly as possible. Do this 10 - 20 times.



Eye movements

Look straight ahead, roll eyes to one side then the other, then up and down.

Also, remember to regularly divert your eyes from looking at the screen by either staring off into the distance, or focusing eyes on a distant object, e.g. a tree outside, or a person across the room.