

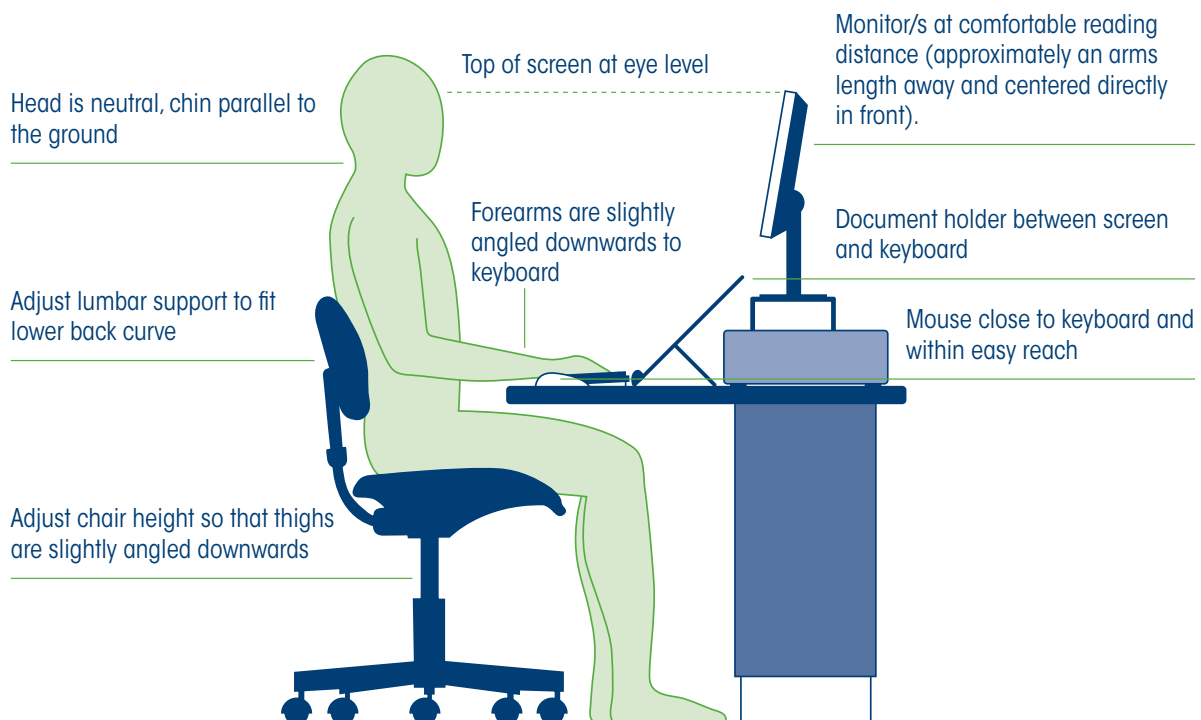


Use good ergonomics to look after your health and wellbeing

Getting your workstation set-up right at work or when working from home will help prevent musculoskeletal disorders and other physical injuries. Poor posture and too much sitting are common contributing factors to musculoskeletal disorders such as soreness, aches or pain in the lower back, neck or wrists.

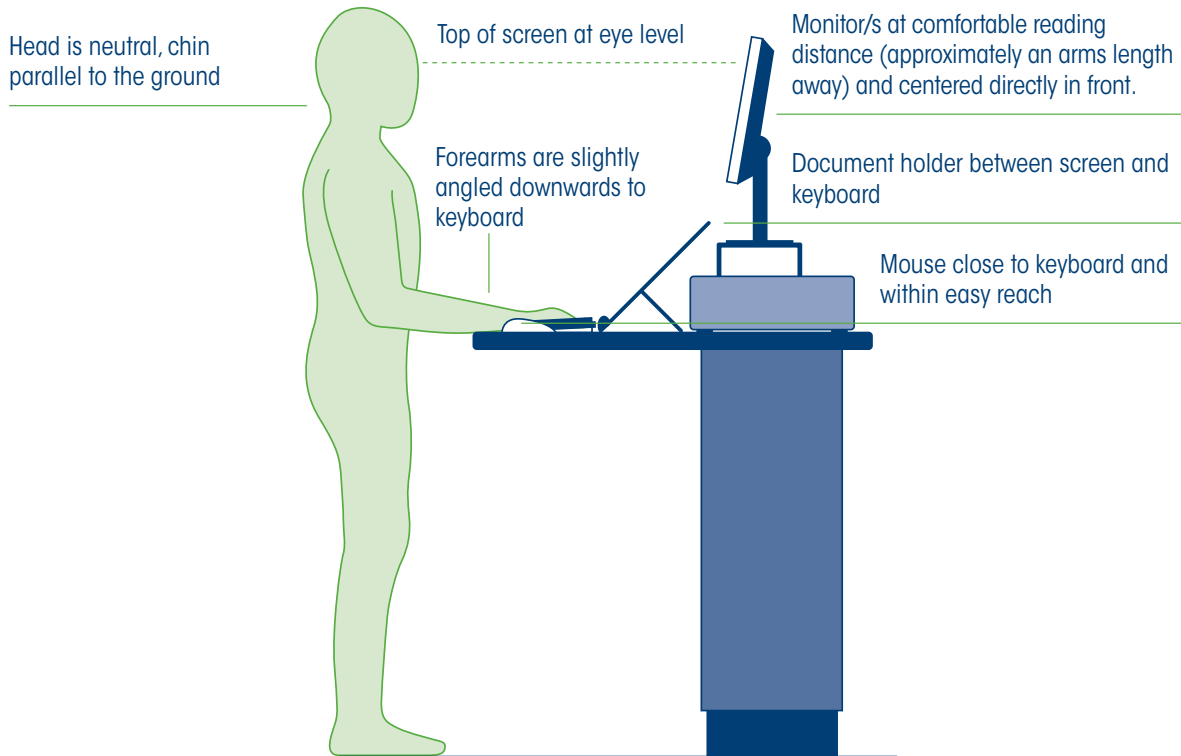
Always check and adjust your workstation equipment to your needs including your desk, chair, monitors, keyboard and mouse to help prevent discomfort, injuries or disorders. This guide helps you set up your sitting or standing desk.

SETTING UP YOUR SITTING WORKSTATION





SETTING UP YOUR STANDING WORKSTATION



HEALTHY HABITS

- ✓ Take regular rest breaks to stretch and vary your posture
- ✓ Stay hydrated – drink lots of water during the day
- ✓ Vary between sitting and standing during the day
- ✓ Avoid wearing heels when standing
- ✓ Keep feet shoulder width apart when standing
- ✓ Don't stand all day – alternate between seated and standing postures every 30 minutes.

WORKSTATION LAYOUT

- ✓ Keep frequently used items within easy reach
- ✓ Consider use of a document holder
- ✓ Alternate mouse between left and right hand
- ✓ Avoid clutter – use off-desk storage to reduce excess items on your desk
- ✓ Use a desktop program or app that reminds, you to stretch and take regular breaks, or to raise your desk if you have a standing desk
- ✓ If you are experiencing discomfort, prioritise contacting your HR or WHS team for advice.

To identify health and safety risks in your work or home office, visit Comcare's [Office Safety Tool](#).