

Setting up your workstation

/ Manage the risk of MSDs

Screen-based workstations usually include a desk, chair, monitor, keyboard and mouse. However, a specific workstation set up will depend on:

- the work done including the tasks involved (e.g. headsets if making frequent phone calls)
- the working environment (e.g. laptop risers for temporary set ups while travelling), and
- workers individual needs (e.g. screen readers or height adjustable equipment).

Musculoskeletal disorders (MSDs) are Australia's leading cause of workers' compensation claims, accounting for over half of claims. A safe work station set up and working environment can help manage the risk of MSDs (e.g. from poor posture, prolonged sitting or moving equipment), as well as other injuries including eye strain or electric shocks from poorly maintained equipment.

For more information see the model Code of Practice: [Managing the work environment and facilities](#) and the model Code of Practice: [Hazardous manual tasks](#).



A **person conducting a business or undertaking** (PCBU) must ensure workers' health and safety so far as is reasonably practicable. This includes specific duties to manage the risks of MSDs.

PCBUs must consult with workers, and their health and safety representatives (if any), when identifying hazards and risks, and when proposing changes. PCBUs must also consult with workers when making decisions about how to control risks and reviewing WHS policies and procedures. By drawing on workers' experience, more informed decisions can be made about how to carry out the work safely.

Workers also have a WHS duty to take reasonable care for their own health and safety at work. This includes complying with reasonable instructions, policies or procedures notified to them (e.g. following workstation set up instructions).

Workspace is comfortable (e.g. not too hot or cold)

Lighting is suitable for tasks and glare is minimised

Taking regular breaks and vary positions frequently

Workers can leave the workstation at the end of the day (e.g. equipment doesn't have to be packed away)

Dedicated workspace with minimal distractions

