

SETTING UP YOUR WORKSTATION



Setting up your chair

Seat Height Adjustment

Adjust height so that your hips are higher than your knees with your feet firmly on the floor or footrest. Do not lower your chair to suit your desk height, adjust your desk height.

Seat Depth Adjustment

Need to accommodate thigh length and enable you to sit back into the chair to gain support from the backrest. Leave a gap of about the width of your fist between your knee and the front of the seat.

Seat Forward Tilt *

Rotates the pelvis anteriorly which puts the lumbar spine into its balanced posture. Make sure height of chair allows the forward tilt. * a forward tilt may not be suitable for certain conditions, ask your therapist for advice.

Backrest Height Adjustment

The height of the lumbar curve differs from person to person, so adjust height to accommodate your individual body shape.

Free Float and Reclining Mechanism

Movement is an important part of preventing musculoskeletal disorders. We recommend that you do not lock your chair. By taking the opportunity to recline in your chair (talking on phone, etc), disc pressure is greatly reduced.

Height Adjustable Armrest

Adjust height so that elbows are supported, reducing strain on neck and shoulders. Armrest depth should not prevent you from sitting close to your desk.

Headrest

Useful in a reclined position to allow your neck and shoulder muscles to relax. Adjust height and depth to support you at the base of your skull.

Setting up your desk

The Problems

Most office desks are static and fixed at 72-75 cm high. Now that chair heights are adjustable and have a forward tilt, you may need to change the desk height to create the correct working posture. An incorrect desk height can cause a 'C' shaped spine and upper body pain due to the awkward postures required.

The Solution

Sit- Stand Desk: Electronically height adjustable at the touch of a button. The ideal solution as you can work at the desk in sitting or standing posture.

Set-Up desk: Height adjustable by means of a peg or screw system.

Crank Operated desk: Height adjustable by means of a crank handle. Only suitable for sitting postures.

Setting your desk height

First set up your chair using information provided. The middle row of the keyboard should be level with the elbow (forearms parallel to the floor).



Setting up your desktop

Monitor

Set the monitor screen at arms length and at a height where the top of the screen is at eye level. Position the screen at 90 degrees to any light source avoiding glare / reflections.

Copyholder

Use a copyholder so that input data is within your field of view.

Keyboard & Mouse

The keyboard and mouse should be within zone of easy reach. Using a hand or wrist support helps to keep wrist and forearm in a neutral joint position.

Telephone

Cradling the phone between your neck and shoulders causes severe muscle tension. If you regularly use the phone, consider a headset.

Writing / Reading Slope

Reduces the viewing distance, lessens eye strain and encourages a balanced posture.