

# Workstation Setup

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Set up your desk to position frequently used items within a forearm's length and less frequently used items within a stretched out arm's length.

- ① **ELBOWS.** Above the desk, at 90-110 degrees.
- ② **SHOULDERS.** Relaxed as opposed to hunched.
- ③ **WRISTS.** In line with forearms.
- ④ **HIPS, KNEES, ANKLES.** At 90 degrees whilst seated.
- ⑤ **FEET.** Flat on the ground or footrest. For prolonged standing, consider a mat.
- ⑥ **HEAD.** Upright with ears aligned with shoulders.

- ⑦ **EYES.** Looking at the top third of the screen. Consider the use of a laptop raiser with your laptop.
- ⑧ **SEAT LENGTH.** Should be long enough to provide support beneath thighs.
- ⑨ **BACKREST.** Angled at 90-110 degrees with adequate lumbar support in line with lower back.

**KEYBOARD AND MOUSE.** G and H of keyboard aligned with your nose. Mouse gripped loosely.

**LAPTOP.** Used with a riser, external keyboard and external mouse.

## HEALTH TIPS

- **20-20-20** - Every 20 minutes, focus on an object 20 metres away, for 20 seconds.
- **Take regular breaks.**
- **Keep hydrated** - Drink plenty of water and limit your caffeine intake.
- **Avoid eating lunch at your desk.**
- **Exercise regularly.**
- **Stretch** - Stretching classes can be organised for your work area, speak with your Crew Leader.



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