

# Workstation Setup

## Setup

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.
10. **Keyboard and mouse.** Letters G and H on the keyboard aligned with your nose. Mouse gripped loosely.
11. **Laptop.** Used with a riser, external keyboard and external mouse.

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.

## 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.