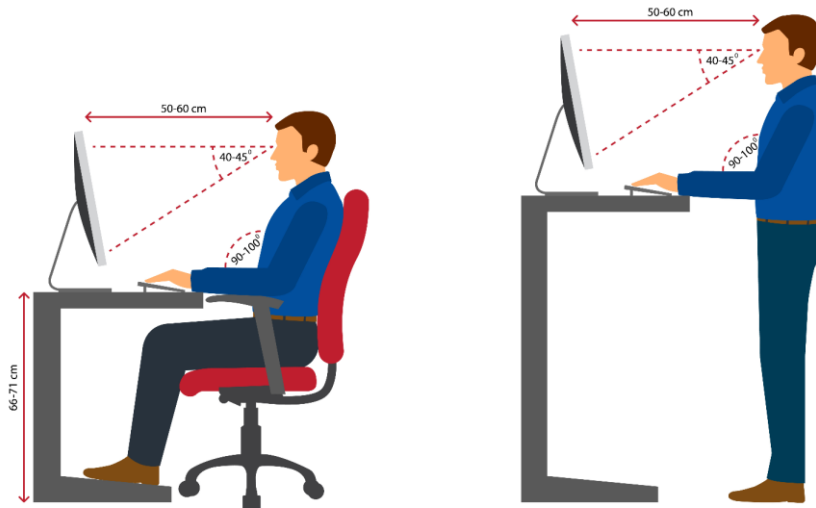


# SETTING UP YOUR WORKSTATION

## Things to remember when setting up your desk in the office or at home



### CHAIR AND DESK SET UP

- Begin by setting up your chair correctly, then move on to your desk and equipment.
- Ensure your chair provides good lumbar and leg support. The lumbar support should fit the curve of your lower back with the depth adjusted to your body.
- Adjust the forward/backward position of the backrest until a comfortable pressure is exerted on the lower back area while seated in the usual working posture at the desk.
- If the seat pan is adjustable, it should be in a position that allows 2 fingers space between the back of your knee and the front edge of the seat, while your back is fully against the backrest.
- To take pressure off your back and thigh, adjust the chair height so your knees are at approximately right angles and thighs parallel.
- Shoulders should be relaxed; your elbows should be bent in a 'soft L' (just over 90 degrees) and forearms placed as close to level of desk/table surface.
- Support your feet by placing them on the floor or use a footrest.
- If your chair has arm rests, ensure they can easily fit underneath the desk.
- If you have an adjustable desk, adjust the height to achieve the above points. If your desk is not adjustable, you're encouraged to adjust your chair height and possibly use a footrest.

## KEYBOARD/MOUSE

- Hands and wrist should be in a neutral position. Avoid any flexing of the wrist up/down or inwards/outwards.
- Ensure mouse and keyboard are close enough to prevent overreaching.

## MONITOR

- Adjust your monitors to ensure comfortable viewing distance that places your neck in a neutral position.
- Your eyes should be looking at the top third of the screen when looking straight ahead.
- The screen should be approximately one arm's length away.
- Use a separate keyboard and mouse and mount the screen higher to maintain a neutral neck position if using your Surface Pro.
- If you use 2 or more monitors, you will need to position these to allow a more neutral position for the majority of use.
- If you have a monitor that is your primary monitor (used >70% of the time) and the other monitors are only referred to occasionally, adjust the primary monitor central to your body and the other monitor directly adjacent but on a slight angle i.e., the 2 closest edges of the monitors should be touching or very close. If using your Surface Pro/Go as a third screen, position this centrally underneath the primary screen.
- Where you use both (or all 3) monitors close to equal amounts of time, position the monitors so that your body is directly in the middle of the 2 main monitors. Both monitors should be on a slight angle, with the touching edges furthest away. If using your Surface Pro/Go as a third screen, position this centrally underneath the middle of the 2 main monitors.

### REMEMBER TO:

- Take regular breaks – stand up and move approximately every 30-40 mins.
- Rest and refocus your eyes. Look away from the screen every so often and focus on something else for a few seconds.
- Regularly stretch throughout the day. Some stretches you might like to choose are on the following pages.

### VIDEOS AND OTHER GREAT RESOURCES

- Head on over to Pure Workspace for lots of great resources:  
<https://www.pureworkspace.com/>
- Pure Workspace is provided by our physiotherapist partner Geelong Waterfront Clinic and all City employees have free corporate access.

## Office Stretching Program

1 Set / 2 Reps / 10 s hold



### 1. Cervical spine lateral neck stretch [30900]

Place one hand behind you in the curve of your lower back, and the other by your side.

Now, bend your neck so that your ear comes closer to the shoulder that is opposite to the arm behind your back.

Gently stretch to one side before swapping to the other.

1 Set / 3 Reps



### 2. AROM cervical rotation

Sit upright in a chair looking straight ahead.

Look over one shoulder as far as you can, moving only your head, not your body. Return back to the starting position and then relax and repeat.

1 Set / 3 Reps



### 3. Chin tuck

Start in a seated position with your shoulders relaxed.

Look straight forward.

Tuck your chin in, as to resemble a double chin, hold this position for 5 seconds.

1 Set / 5 Reps



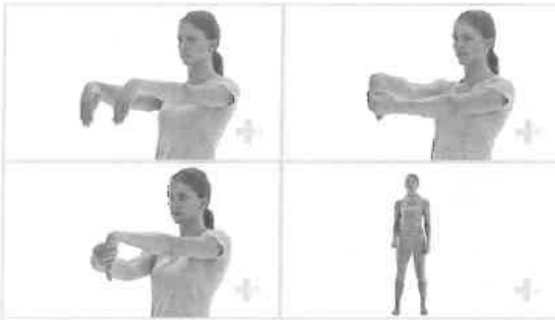
### 4. Shoulder rolls seated

Sit upright in a chair and shrug your shoulders up to your ears, then roll them back and downwards, squeezing your shoulder blades together.

This exercise is very important for maintaining good posture, and mobility in your shoulders and upper back.

Roll your shoulders 5 times in one direction and the 5 times in the other direction.

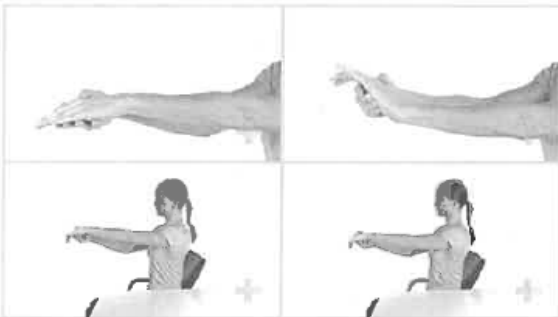
1 Set / 2 Reps / 10 s hold



### 5. PROM wrist flexion

Extend your affected arm straight out in front of you with your palm face down, and drop your hand towards the floor.  
With your other hand, apply a gentle pressure to the back of your wrist and hold.  
You should feel this stretch on top of your forearm.  
Hold stretch for 10 seconds.

1 Set / 2 Reps / 10 s hold



### 6. Passive wrist extension with elbow extended (flexor stretch)

Start in a seated or standing position.  
Bring your arm out in front of you, keeping your elbow straight and wrist and fingers relaxed.  
Use your opposite hand to stretch the wrist and fingers back so that your palm faces out.  
Hold this stretch for 10 seconds.

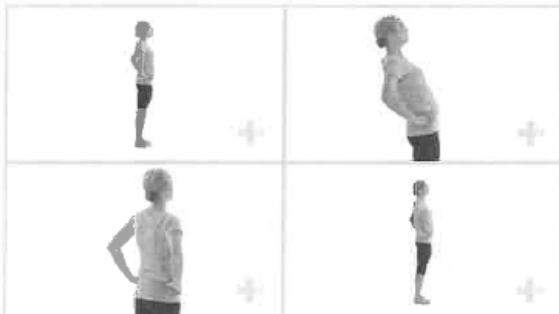
1 Set / 2 Reps / 10 s hold



### 7. Chest stretch

Lock your hands together behind your back and push your hands backwards, whilst pushing your chest forwards.  
Roll your shoulders back and down as you feel the stretch over the front of your chest and shoulders.  
Hold for 5-10 seconds before repeating.

1 Set / 3 Reps / 2 s hold



### 8. Standing back extension

Stand with your legs at hip width apart and straight.  
Place your hands on your hips.  
Lean your body backwards, trying to arch in the lower back as much as you can, lifting your chest up towards the ceiling.  
Try to avoid allowing your hips to swing forwards too far.  
Gently move in and out of the stretch 2-3 times.