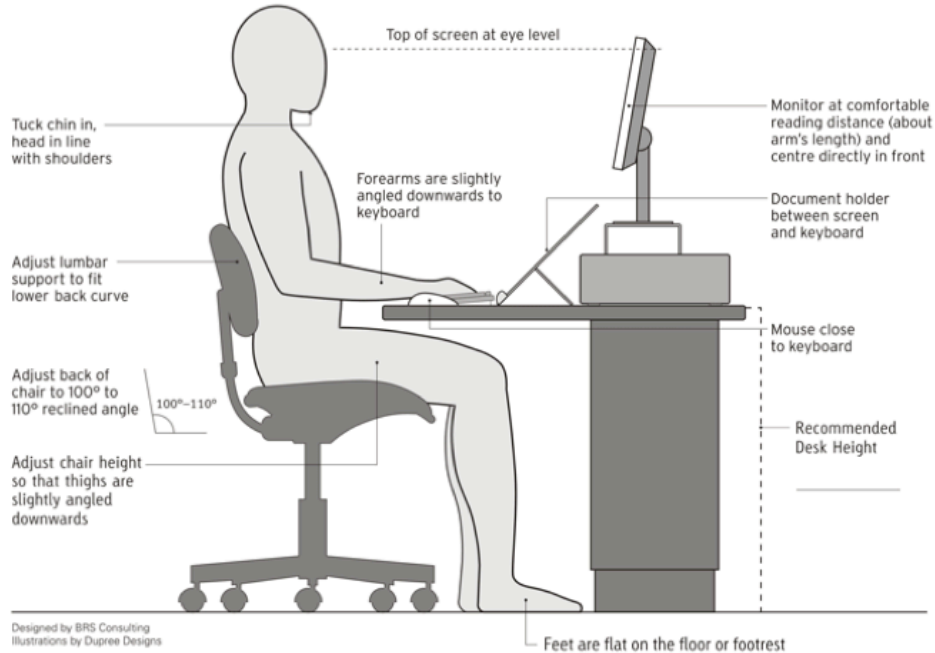




I'm at my

workstation



Top tips for managing pain and discomfort

- Ensure you report discomfort, pain and injury early, following your work's reporting process. Ignoring the symptoms can lead to delayed recovery.
- Symptoms may include, but are not limited to, aching, twinges, tingling, numbness and/or stiffness.
- Discomfort or pain is common, and does not always signal damage.
- Inactivity often makes the problem worse, and can lead to delayed recovery.



I'm at my

workstation

Tips for setting up your workstation

- If your desk is adjustable, adjust your chair to the correct height to allow your feet to relax on the floor then (and same applies when adjusting to a standing workstation) adjust the height of the desk to just below elbow height.
- If your desk is not adjustable, raise or lower the chair to a position where the desk is just below elbow height then use a footrest if required.
- Armrests are generally not required however if present they should not restrict the chair from moving close to the desk, and shoulders should be relaxed and down when placed on armrests.
- Position your mouse and keyboard close enough to allow your elbows to stay relaxed by your sides.
- Consider use of a copyholder if you need to refer to documents frequently when typing.
- Avoid cradling the telephone between your ear and shoulder. Consider using a headset if appropriate.
- If using a laptop for extended periods, connect a separate mouse and keyboard and raise the laptop so the top of the screen is at eye level.

Tips for healthy workplace habits

- Sit your buttocks back in the chair and relax back. With the assistance of the chair, maintain an "S"-shaped spine posture.
- Take regular pauses to vary your posture and stretch. When not typing or using the mouse, relax your hands away from the keyboard and mouse (+/- perform workstation stretches). Maintain a relaxed and neutral hand and finger posture.
- Aim for a short break away from your workstation at least twice an hour. Where possible spread the tasks that require you to move away from your workstation throughout the day and consider standing at a high shelving unit or leaner when reading from hardcopies.
- Have lunch breaks away from your desk.
- Drink plenty of water throughout the day to stay hydrated.
- Visit www.habitatwork.co.nz for more information.