



October 2022

Fact Sheet – Ergonomics

Workstation design in the home & office are important to prevent long periods of stretching or straining.

A good working posture minimizes work fatigue and strain injuries that lead to musculoskeletal disorders.

A workstation assessment should be completed for new employees during the induction process, and for anybody who attains new equipment or requests a review of their workstation.

Preventing Musculoskeletal and Repetitive Strain Injuries

- ✓ Take frequent breaks from sustained posture
- ✓ Keep hydrated – drink water during shift.
- ✓ Regulate chair, desk and screen accordingly.
- ✓ Change postures (sit/stand, walking meetings, stretch regularly)
- ✓ Minimize high heels when standing.
- ✓ Slide or push and pull objects instead of lifting.

Health Considerations:

Only 1 in 5 adults meet the [physical activity guidelines in Australia](#). Recent research suggest that extended sitting is [linked to obesity, diabetes and negative cardiovascular diseases](#). Promoting adjustment at work is essential to supporting a physically active culture.

Standing workstations are one of many strategies to reduce sedentary work habits. If you require a standing workstation due to injury or illness, contact safety@nd.edu.au.

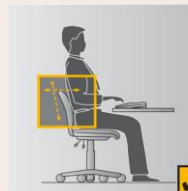
Assessment:

To estimate the task undertaken by the workstation user, a Checklist tool is valuable to identify movements required by the job, and the job design. A workstation assessment is also useful to verify the minimum ergonomic requirements for office design, (see more about [AS/NZ Standards](#)). This includes office desk, height adjustable chairs, lighting, office and screen-based tasks.

Low scores may require actionable adjustment based on the user physical characteristics.



Arm rest should allow arms and shoulders remain relaxed when using keyboard. Chair's adjustment respond to user's height and weight.

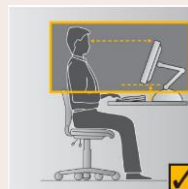


Adjust your back support to fit low back curve. A mutual alignment of the neck and back is essential.



Set a footrest platform.

Regulate chair height, so thighs are reasonably angled downwards.



Height-adjustable desk

When using a laptop, place a monitor stand slightly lower than your eyes position.

For issues or concern about your workstation, discuss with your manager and fill out the [Ergonomics self- assessment](#) checklist.

How Can HSW Help?

HSW can assist with ergonomic enquires from staff and will work with the staff member and their manager to help resolve those queries. Firstly, we ask staff to review the information on our website [Ergonomics in the workplace](#), [Guide to Ergonomic Self-Assessment](#) and report any discomfort via the [Self-Assessment Checklist](#). From that information we can look to find possible causes and remedies.

If a staff member provides a medical recommendation from a treating practitioner, we assess those recommendations and help to implement appropriate changes.

If new equipment is purchased, you can reach out to HSW who will ensure a follow up ergonomic assessment is completed, once the new equipment is installed.

Purchasing Ergonomic Equipment:

If new equipment is required, the School/Office will arrange for the purchasing of new equipment through the usual procurement process.

All costs associated with ergonomic equipment and furniture are borne by the individual School/Office.

For damaged and broken furniture, reach out to Campus Services.

UNDA have preferred suppliers of equipment (chairs/desks), and other smaller items such as foot stools and laptop stands can be purchased from [COS](#).

When purchasing ergonomic equipment, please ensure that it is fit for purpose and meets the appropriate AS/NZ Standards.

Resources and References:

Further information can be found:

- WorkSafe WA. [A guide to setting up your workstation](#)
- NSW [Code of practice on Managing the work environment and facilities](#)
- [Sitting and Standing - Safework Australia](#)
- [Factsheet: sedentary work](#)
- [Heart Foundation - Sit less, move more](#)