



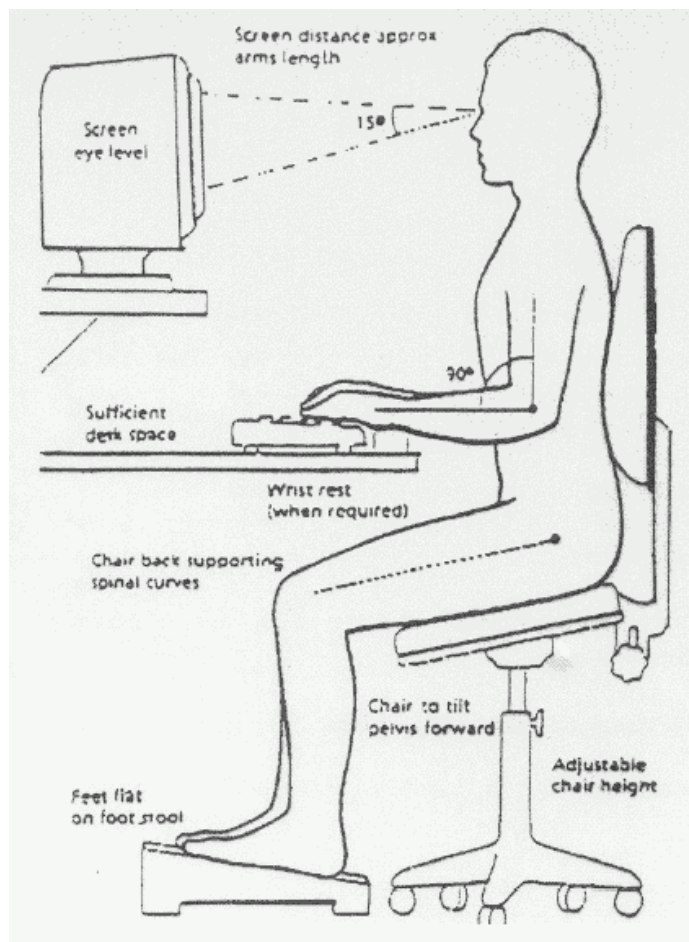
EMERY H.R.

WORKSTATION LAYOUT

Important Points to remember when setting up your workstation:

- When seated, hips, knees and ankles flexed to 90 degrees.
- Thighs are horizontal to the floor and feet are placed on a floor. A footrest may be required to achieve this.
- Lumbar support of the chair adjusted to support lumbar curve of the back.
- Position the visual display unit screen at eye level and directly in front of you.
- Height of seat and desk are adjusted so that shoulders are relaxed, elbows by your side and wrists in a neutral position.
- Keep frequently used items and equipment within easy reach.
- Telephone and filing cabinet placed on your non-dominant side.
- Working documents, mouse pad etc on your dominant side.
- Rotate your work tasks regularly, alternating between sitting and standing postures.
- Perform work stretches intermittently throughout the day.

- Human Resource Consultants
- Executive Recruitments – National & International
- Business Support Recruitments – Permanent & Temporary
- Independent Interviewing



EMERY H.R. care about your health, safety and welfare. If there's anything we can do to make your workplace safer or more comfortable for you, please don't hesitate to contact us!

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