WHS Health Management	
Home Workstation Safety Guideline Covid-19	

All staff are encouraged to review the WHS information Office Hazards and Computer Workstation Power Access as well as other linked resources within this document.
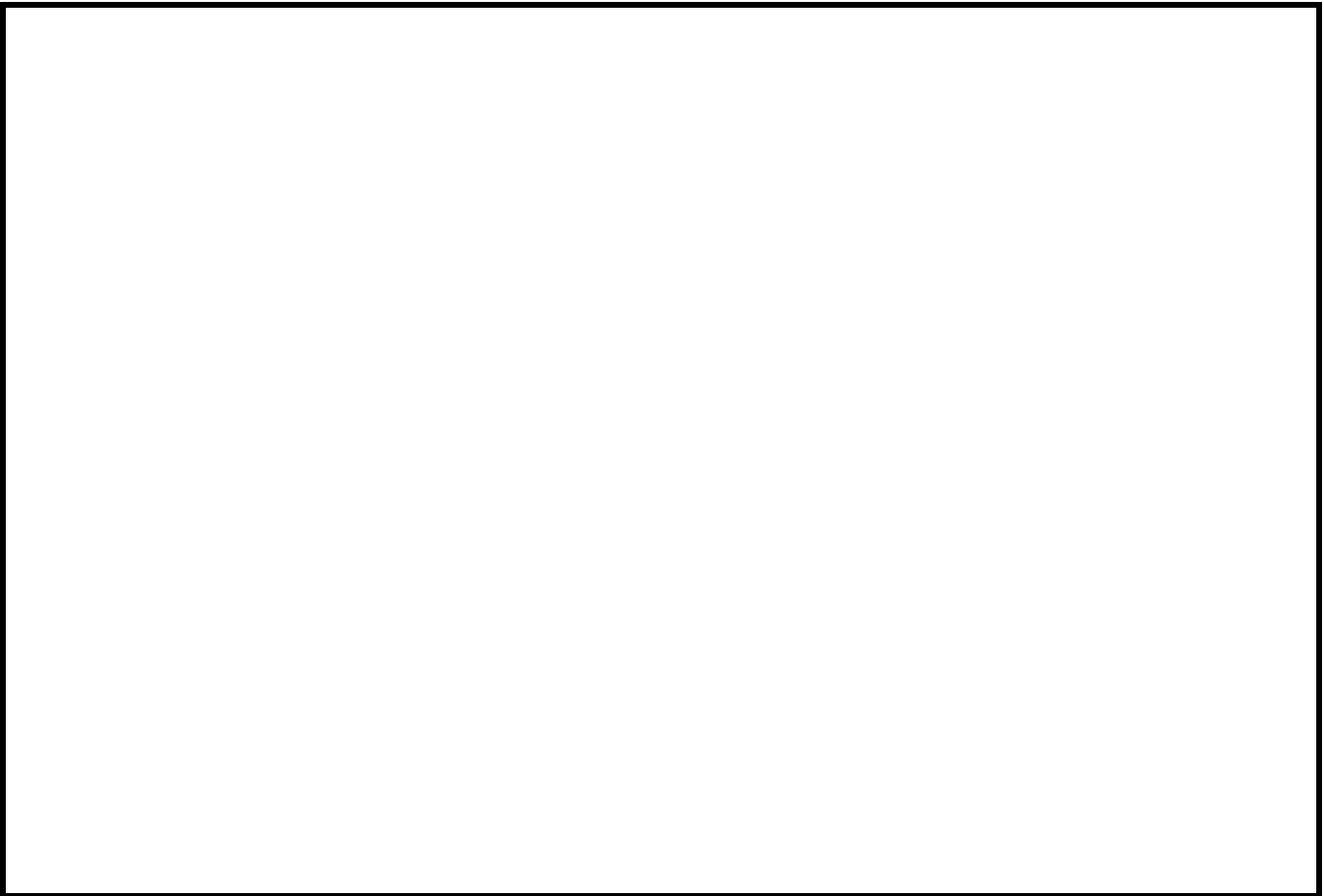
Fitness for Work

Work Arrangements

Physical Environment

period of altered work arrangements
these arangements Staff are not req

Personal Security

Safety Incidents

Injury Prevention

Seated Workstation Setup Guideline

Step 1: Sitting Height Adjust seat height so

of the dominant hand. Operate the mouse using the shoulder and elbow as the pivot point, rather than the wrist. Keyboard shortcuts assist to minimise mouse use.

Step 6: Phone

Telephone should be positioned within arm reach on non-dominant side next to monitor. Avoid cradling a telephone / mobile phone between the ear and shoulder. Consider use of a headset or speaker phone to avoid cradling.

Step 7: Workstation area

Frequently used items should be within close reach, and unnecessary items positioned further away. Ensure that there is sufficient legroom under the desk. Avoid glare and reflections from bright lights or windows. Minimise distracting and loud noise.

Note: Laptop Use

Laptops should not be used for a prolonged period of time as they do not allow for optimal body positioning. If required to use a laptop for prolonged periods of time, it is recommended that an external monitor or laptop stand is used, together with an external keyboard and mouse. Refer to the Laptop Setup Guide