

Quick Ergo check for hot desking

If you need to move desks frequently, this quick one minute checklist will help you get set up for the day:

1. **Seat height check.** Too high and your feet are stretching to reach the ground; too low and there is a gap under your thigh.

Just right, and the feet are on the floor, the thighs are in consistent connection with the seat pan and there is no pressure.

2. **Desk height check.** Check that the bottoms of your elbows are level with the top of the desk.

Once sitting, you can fine tune this to a position where the shoulders are not hunching (desk is too high) and the shoulders are not slouched forward off the chair (desk is too low).

3. **Keyboard and mouse check.** You should not be stretching forward too far to reach your keyboard and mouse, and your arms should feel relaxed and comfortable with support on the desk. If not, review steps 1 and 2 and start again.

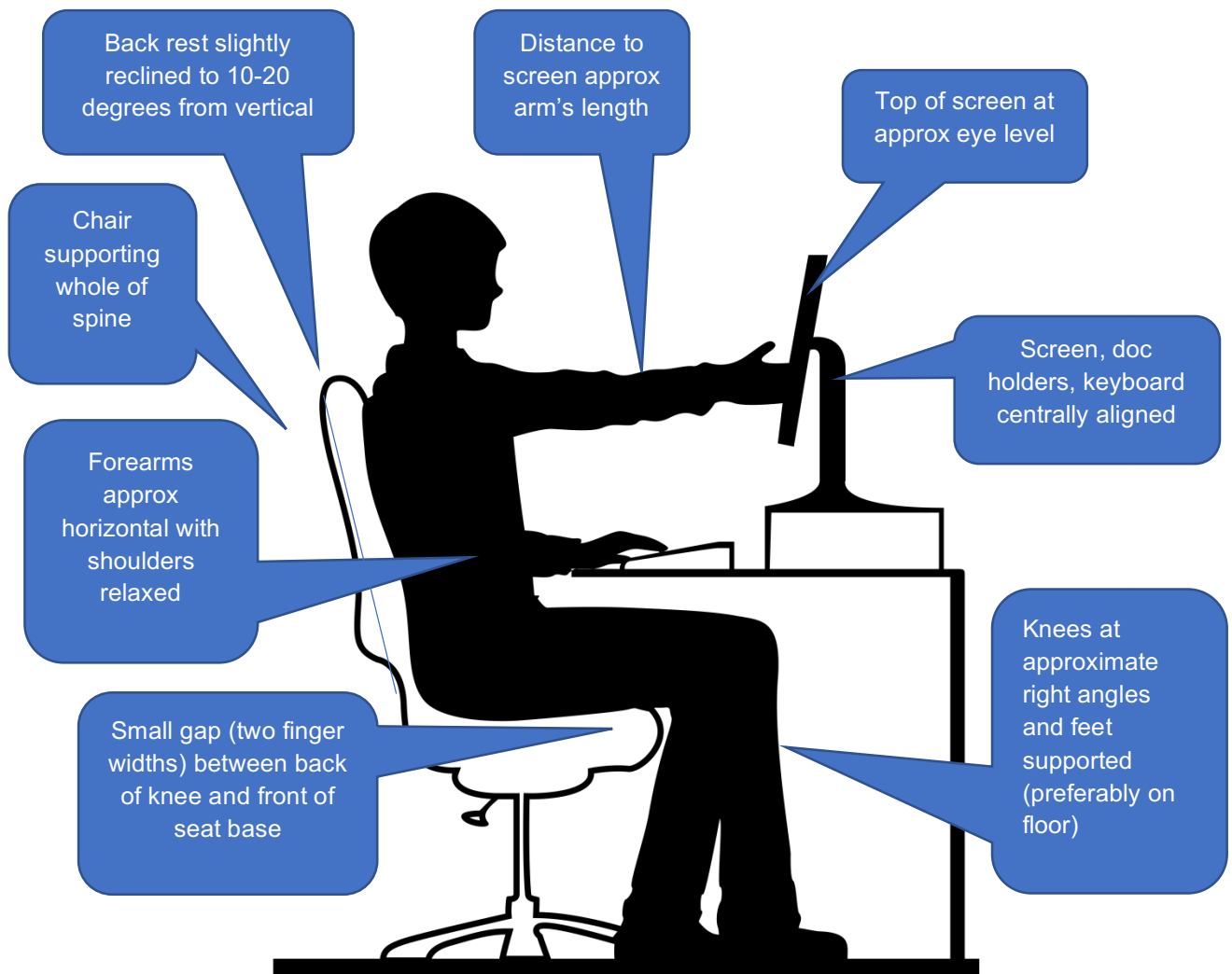
4. **Screen position check.** Distance of the screens should be no more than fingertips away on an outstretched hand.

The height of the screen is usually most comfortable with the top of the screen level with your eyes.

5. **Final check – are you staying in contact with the back of the chair?** If so, and this contact is easily maintained as the day progresses, you are on the right track and using the support of the chair and desk top well.

If not, step through these first four steps again and see if a change makes the difference? Slouching forwards off your chair suggests at least one of these steps has been overlooked.

Ergonomics tips for a sitting work station



Also consider

- The above principles are flexible to individual variation — we are all slightly different.
- Use a mouse that is comfortable (different shapes are available) and keep it within close reach.
- Footrests are a plan B when a desk is too tall and cannot be adjusted (adjusting desk height to suit you is preferable).
- Using the desk front to support forearms during keyboarding can help reduce neck tension.



Sources

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