# University Occupational Health and Safety Information Sheet

# MINIMUM WORKSTATION AND EQUIPMENT REQUIREMENTS

Workstation ergonomics is the process of ensuring that the area where work with equipment is set up to ensure an appropriate "fit" between the person and the equipment, taking account of their capabilities and any limitations.

Ensuring that a workstation is ergonomically appropriate will reduce the potential for any DSE related injuries, and where may occur, reduce their impact and likelihood of recurrence. The following table outlines minimum workstation requirements.

| Equipment | Minimum Requirement |
|---|---|
| **Workstation** | |
| **Screen or Display** | • Brightness and contrast adjustable to ensure text is readable without being too bright to cause glare.<br>• Text large enough to be clearly visible without having to squint.<br>• Height adjustable.<br>• If possible, use software controls to select colours that are easily read when in use and that are easily discernible from the screen background (i.e. do not use yellow text on a white background). |
| **Mouse or another pointer device** | • Placed within easy reach to prevent overstretching. A wireless mouse may make this easier.<br>• Sufficient space to use the mouse.<br>• Support the wrist when using the mouse. Mousepads with built in wrist rests are available. |
| **Keyboards and keying equipment** | • Space is available in front of the keyboard to allow the hands and wrists to rest on the work surface when not typing.<br>• A wrist rest may be useful to keep the wrists straight when typing.<br>• Appropriately sized to prevent over stretching when typing. |
| **Chair** | • Stable base with at least 5 points of contact with the floor.<br>• Move easily on the floor surface, using castors or glides as required.<br>• Seat back height and tilt adjustment.<br>• Seat height adjustment.<br>• Support for the lumbar region should be available.<br>• The user should able to rest their feet flat on the floor, or use a footrest if required. |
| **Desk** | • Sufficient space on the desk surface for all equipment.<br>• Sufficient space underneath the desk for your legs. |

| Environment | |
|---|---|
| **Space** | • Sufficient workspace to work and move around comfortably, without having to stretch or work in a cramped manner. |
| **Lighting / glare** | • If the desk or screen cannot be moved, close curtains or blinds to prevent excessive light reflecting on the screen.<br>• Locate the workstation to avoid lighting issues.<br>• Position the display to avoid glare. |
| **Temperature, ventilation and noise** | • The temperature should be comfortable.<br>• The temperature should be consistent throughout the room, without significant gradients.<br>• Good ventilation within the room, with a good supply of fresh air<br>• Noise levels should be tolerable. |
| **Portable devices** | |
| **Laptops** | • A full-size keyboard and mouse should be considered rather than the built-in keyboard and track pads.<br>• The height of the screen should be adjusted to bring the screen to the user's eye-level to prevent stooping. Books, boxes or stands can assist with this.<br>• Where available, a docking station can be used to connect separate keyboards, mice and monitors.<br>• Take more regular breaks if an awkward posture cannot be avoided. |
| **All mobile devices** | • Avoid long term use of mobile devices to carry out routine work. The screens on such devices are typically too small for long term use. |