

Workstation Action Report

NAME:

Dd Test

DATE COMPLETED:

21 March 2023



Workstation summary

Having the right equipment, correctly set up, is a vitally important step to minimising discomfort and reducing your risk of musculoskeletal injury. As you complete any outstanding action items you can mark them resolved under the **Actions** tab in the Swivel app. If you have any difficulties you can also request help.

Completed for Home Office



Your comfort

BEFORE
OPTIMISATION



AFTER
OPTIMISATION



It can take time to see improvement in your overall comfort. Make sure to complete any outstanding action items and we'll follow up soon.

Action items

ITEM	CONCERN	RECOMMENDED ACTION
Keyboard	Forearm muscles ache when typing.	<p>Rest hands frequently for a few seconds between typing (i.e. a 'micropause') to give the muscles a break. Position wrists flat (limit wrist extension) and neutral (straight) when keying. You may also benefit from the following: 1. Source and trial an alternative keyboard design including one or more of these different features: more slim/flat; a 'negative tilt'; full or partial split; customisable tenting angle; and/or 2. Source a keyboard palm rest; and/or 3. Source and install a negative tilt height adjustable keyboard tray below the desk and/or 4. Install voice recognition typing software; and/or 5. Install software to limit typing frequency and duration using forced breaks.</p> <p>Want some tips? Check out How to choose the right keyboard.</p>

	Uncomfortable pressure on palm or wrist experienced when typing.	Source a keyboard palm rest to place under the palms of the hands (do not rest the wrists directly on it). Frequently rest the hands on the rest between typing. Minimise typing while resting hands. Want some tips? Check out How to choose the right keyboard .
	Fingers feel spaced too wide when typing.	Source a more compact style of keyboard, closer to that of many laptops. Additionally, perform hand muscle stretches several times a day. Want some tips? Check out How to choose the right keyboard .
Monitor	Monitor is unable to be centred at the rear of the desk.	Seek assistance to centre the monitor as best as possible. Rearrange desk space and monitor arms to accommodate the monitor position.
	Objects beneath the desk are affecting seated posture.	Rearrange or remove objects beneath the desk to sit centrally in line with the monitor.
	Affected by reflective glare or excessive ambient light, can't resolve independently.	Seek assistance to remove or block sources of glare from all problematic sources and surfaces. Consider adjusting levels of natural or artificial ambient light. An optometrist review may be necessary.
Mouse	Experiencing discomfort when clicking and/or scrolling the mouse.	Limit movements that cause discomfort and consider the need to: • Alternate the mouse with the opposite hand • Install 'clickless software' Some people swear by using an 'ergonomic' mouse. Check out How to choose the right mouse for a look at the pro's and con's of common designs and to consider if one could help you. Your health practitioner can provide specific guidance if needed.

Wellbeing summary

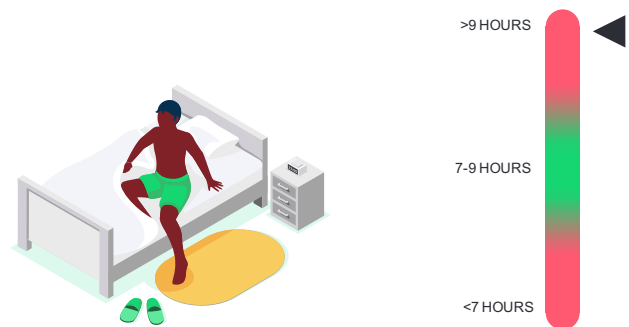
While vitally important, having the correctly workstation setup is not the whole story. Daily activity, nutrition, and psychological factors can all affect your posture, influence your performance, and impact your comfort, health and happiness. Start implementing the wellbeing tips you've selected to continue increasing your comfort and wellbeing. You can manage these tips under the **Behaviours** tab in the Swivel app.

Break frequency



That's a great start! Regular movement is the single most powerful thing you can do to minimise the negative effects of prolonged sitting. Try increasing to every 30 mins.

Sleep duration



That's probably too much. Oversleeping is often not about needing more sleep but rather due to a physical or emotional deficit. Most studies agree that 7–9 hours is best for adults.

Wellbeing tips

CATEGORY	RECOMMENDED ACTION
Sit back	Sit back in your chair to maintain good posture.
Sit with feet in front	Sit with your feet in front, not tucked under your chair or resting on the castors.
Wearing high heels in the future (currently in flats)	When wearing high heels, raise your chair proportionate to the height of your heels. Remember to lower your seat again when you slip them off again.
Exercise	Be active to meet physical activity guidelines on most (preferably all) days, to weekly total of: 2.5 to 5 hours of moderate activity or 1.25 to 2.5 hours of vigorous activity or an equivalent combination of both.
Stand up more	Increase your standing frequency to once every 30 minutes.
Eye rest breaks	Remember to take frequent eye rest breaks looking away from the screen using the 20/20/20 rule: every 20 minutes, focus on objects at least 20 metres away, for 20 seconds.

Sleep deeply	Get a deep, restorative sleep each night by setting the right conditions. Avoid alcohol, caffeine and electronic screens before bed. Get enough sunlight through the day and keep a consistent sleep schedule.
Sleep less	Reduce sleep to 7-9 hours each night for optimal performance.
Micropauses	Take regular micropauses to help reduce muscle fatigue or strain when typing by resting your hands regularly for a few seconds.
Whole arm movement	Use movement from the whole arm including shoulder and elbow when mousing.
Breathe	If you're ever in doubt, breathe out. Breathing out in particular can help you to release stress, and let go of negative emotion. Try this technique: i. Breathe in while counting to 4; ii. Hold for 4; iii. Breathe out while counting to 4
Be grateful	Try keeping a gratitude journal or pausing for a few minutes to note three things which you are grateful for each day, whether large or small.

Recommendations

GENERAL COMFORT

You seem to be generally uncomfortable and that hasn't improved yet. But that's okay, it can take some time to get used to postural adjustments. Give yourself a week or two to see how you feel, as well as organise the equipment recommended for you.

Having the right equipment in place is an important factor in maximising comfort, so please follow the recommendations provided. If you need to, seek individual advice to determine which products are right for you.

EQUIPMENT

After you have addressed each of the recommendations, Swivel will check back in with you to see how your comfort may have changed. We are happy to note that the majority of people who complete Swivel and follow the recommended actions do improve their level of comfort.

DISCOMFORT

It is reassuring that you don't currently experience any specific areas of discomfort in your body. It will be best though to get on top of the source of your general discomfort early as a range of musculoskeletal disorders are associated with the work you do.

These disorders generally have a slow gradual onset over time that you may not notice at first. The small habits highlighted in Swivel can go a long way to preventing the long term affects your work can have on your musculoskeletal health.