



Workstation setup

Version 1

Effective from: 1 October 2019

Introduction

A well designed workstation can reduce the risk of injury in the workplace.

Purpose

This procedure sets out the how workstations (including desk, chair and peripherals) are to be set up to suit individual need and the type of work performed at the workstation.

Scope

This procedure applies to all workstations at Red Opal Innovations.

Procedure

1. All workstations are to be equipped with fully adjustable chairs with lumbar support. Refer to this [video](#) (YouTube 04:31 mins) for details to aid in the correct setup of the chair in relation to the desk, computer and peripherals.
2. Hands-free headsets are to be used when it is required that staff are on the phone and the computer at the same time.
3. When working on laptops for an extended period of time, the laptop is to be placed on an adjustable stand with external mouse and keyboard.
4. Staff are encouraged to take regular rest breaks.