

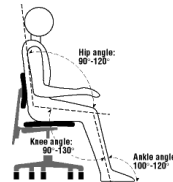
## WELCOME TO YOUR SHARED DESK SPACE!

BEFORE YOU START, MAKE SURE TO WIPE DOWN THE DESK AND ANY SHARED EQUIPMENT (MOUSE/KEYBOARD) TO REDUCE THE RISK OF EXPOSURE TO COVID OR OTHER CONTAMINANTS

BEFORE YOU START WORKING, TAKE A FEW MOMENTS TO ADJUST THE DESK, CHAIR AND OTHER ITEMS TO ENSURE A SAFE AND COMFORTABLE TIME AT WORK.

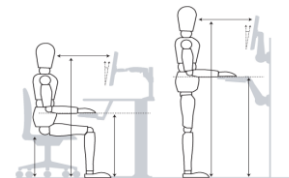
### CHAIR

- ✓ Feet flat on the floor
- ✓ Knees and hips at 90 degrees or a little greater
- ✓ Seat base flat
- ✓ Backrest fits the curve of your spine

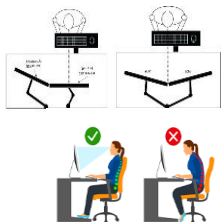


### DESK - SITTING OR STANDING:

- ✓ When typing, shoulders relaxed, elbows at 90 degrees.
- ✓ Good clearance for legs when seated.
- ✓ Good shoes if standing.
- ✓ Desk size appropriate to task requirements.

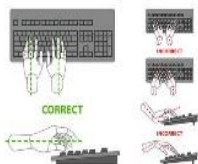


### SCREENS

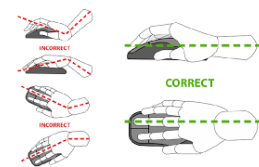


- ✓ Top tool bar of screen at eye level.
- ✓ Distance approximately an arms-length from your seated position.
- ✓ Angle to suit your comfort and minimise reflection or glare.
- ✓ Dual monitors as per the graphic.
- ✓ For laptops, use external mouse and keyboard to allow adjustment.

### MOUSE, KEYBOARD AND DESKTOP EQUIPMENT



- ✓ Keyboard central between you and screen.
- ✓ Keyboard flat on desk.
- ✓ Mouse as close as possible to keyboard and as close as possible to your body.
- ✓ Alternate mouse between left & right hands.
- ✓ Position phone headset and other equipment within easy reach



### TAKE REGULAR BREAKS

- ✓ Regular movement - 2 minutes every 30 minutes
- ✓ Daily lunch and tea breaks.
- ✓ Change posture frequently (eg sitting/standing)
- ✓ Use Work Rave software – ANU Software Library



AT THE END OF THE DAY, MAKE SURE TO WIPE DOWN THE DESK AND ANY SHARED EQUIPMENT TO LEAVE THE WORKSPACE CLEAN AND TIDY FOR THE NEXT PERSON

### OSLO Resources – Shared Desk Space

Approved by: Associate Director WEG

Release Date: March 2022

This process is uncontrolled after printing.

Review Date: March 2025

Version: 0.1

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