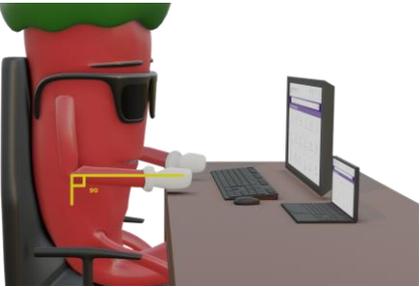# How to set up your workstation

When working at any desk you must ensure the appropriate adjustments are made to the workstation (chair, screen, keyboard, mouse) before you start work, so that it is suitable for you. You wouldn't get in and drive someone else's car without adjusting it so you can drive safely first – your workstation is the same. Please also view our workstation animation here .

	The chair must be adjusted to the right height for you. Your feet should be flat and comfortable on the floor, if your feet do not reach the floor request a footrest. Sit so that the space between the front edge of the chair and the lower part of the legs just fits a clenched fist.
The back of the chair should be adjusted (moved up or down) so it supports the curve in the lower back. Keep your back in contact with the backrest. This is important to prevent aches and pains.	
	The screen must be positioned about an arm's length away and the top of the screen should be at eye level or just below. To achieve this you may need to get a stand for your monitor. Try positioning the monitor to avoid glare from windows or lights or close the blinds.
Forearms shouls be positioned parallel to the floor and elbows level with desk surface. Your elbows should be by the side of your body, so that the arm forms an L-shape at the elbow joint.	
	Keyboard should be positioned with enough space to rest your wrists and keep them straight in front of it when not typing. Keep your mouse close, position and use the mouse as close to you as possible to avoid overreaching.

The correct posture when working at a workstation is important, the picture on the left is putting strain on the neck, shoulders and upper back. This can affect day-to-day activities causing you discomfort and pain. Also, if you are slumped in your chair the lower back is not supported and curves the wrong way, over time this can damage your lower back resulting in pain and discomfort, and potentially longer term damage too.

Working from home

When working from home you need to consider:

- Your working conditions- make sure you are in a quiet comfortable place without distractions.
- How long you are working for- it's easy to work for long hours when in the comfort of your own home, be sure to take short regular breaks away from the screen
- Ensure you set your workstation correctly before sitting down to work. You must not work solely from a laptop for prolonged periods of time. A laptop riser, separate keyboard and mouse should be used.

Helpful tips

Refrain from working solely on a tablet or laptop for long periods of time. Ideally use a laptop riser, separate keyboard and mouse.

Take regular breaks away from the computer screen.

Keep desk clean and clutter-free for next person to work on.

Chilli P's Helpful Tips

Remember to take confidential papers with you or lock them away.

Remember to adjust your workstation every time you sit at a new desk.