

Further information and resources:





- Simple adjustments can be made to the workstation or chair under the guidance of the Office Ergonomics at UniSA online module. Further information is depicted in Appendix 1 – Workstation Ergonomic Principles
- If employee has a complex injury, the services of an external Occupational Therapist (OT) may be required. This would be recommended following review by the Work Health and Safety Consultant. If required, this would be attributed to the professional or academic unit's cost centre.
- Any recommendations made by the Work Health and Safety Consultant during the assessment will be captured in the Appian Workstation Self-Assessment Form and communicated directly to the manager and employee.
- Local processes for equipment trial vary. This will be arranged by the local area manager in consultation with the Work Health and Safety Consultant who will advise if trial equipment is available on site or requires ordering through a supplier. See Appendix 2 – Preferred Suppliers and Equipment Recommendations for further information.





Set up your desk to position frequently used items within a forearm's length and less frequently used items within a stretched out arm's length


<p>1 Elbows Above the desk, at 90-110 degrees</p> <p>2 Shoulders Relaxed as opposed to hunched</p> <p>3 Wrists In line with forearms</p> <p>4 Hips, Knees, Ankles At 90 degrees whilst seated</p> <p>5 Feet Flat on the ground or footrest For prolonged standing, consider a mat</p> <p>6 Head Upright with ears aligned with shoulders</p>	<p>7 Eyes Looking at the top third of the screen. Consider the use of a laptop raiser with your laptop</p> <p>8 Seat length Should be long enough to provide support beneath thighs</p> <p>9 Backrest Angled at 90-110 degrees with adequate lumbar support in line with lower back</p> <p>10 Keyboard and Mouse G and H of keyboard aligned with your nose. Mouse gripped loosely</p> <p>11 Laptop Used with a riser, external keyboard and external mouse</p>	<p>Health Tips</p> <ul style="list-style-type: none"> » 20-20-20 Every 20 minutes, focus on an object 20 metres away, for 20 seconds » Take regular breaks » Keep hydrated Drink plenty of water and limit your caffeine intake » Avoid eating lunch at your desk » Exercise regularly » Stretch <p>• UniSA's WorkPace Software will guide you through recommended stretches</p>
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Supplier	CHAIRS
<p>ANZ Office Furniture</p> 	 <p>Ergoform: (Large sized chair)</p> <ul style="list-style-type: none"> • Ratchet back height adjustment • optional height and width adjustable arms • fully ergonomic mechanism • seat slide feature • weight rated to 160kg • 7 year warranty <p>To Purchase: Ergoform</p>
<p>ErgoCentre</p> 	 <p>Ergo Pump (Large sized chair)</p> <ul style="list-style-type: none"> • The Ergo Pump is a fully ergonomic foam back chair with lumbar air bag adjustment. The chair has the Australasian Furnishing Research & Development Institute (AFRDI) certification and testing that ensures that products are not only safe, but that they will last, thus contributing to sustainability and minimising use of the earth's resources. • Seat 520mm W 510mm D Back 520mm H 470mm W Seat height 480-570mm (floor to top of seat)

	<ul style="list-style-type: none"> • Injection moulded foam seat & back • Stylish square back design • Ratchet height adjustable back • 4 Lever fully ergonomic mechanism • Seat slide feature • Adjustable arms available • AFRDI 160kg load rated <p>To purchase: Ergo Pump</p>
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	<div>  <p><small>*Image for illustrative purposes only. Colour, fabric and base may vary</small></p> </div> <p>Mirage Mesh (Medium sized chair)</p> <ul style="list-style-type: none"> • The Mirage Mesh back chair features fully ergonomic options that allows for extensive seat and back angle adjustments. It is our entry level mesh chair with 4 levers and AFRDI rating. • Seat Size: 51OW x 47ODmm • Back Height: 50OW x 50OHmm • Seat Height: 46O-59Omm (floor to top of seat) • Weight rating: 160kg • Breathable mesh back • Injection moulded foam seat • 4 Lever fully ergonomic mechanism • Seat slide feature • Ratchet height adjustable back • AFRDI Level 6 accreditation • Colour matching seat and back • 7 Year Warranty <p>To Purchase: Mirage Mesh</p>
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	<div>  <p><small>*Image for illustrative purposes only. Colour, fabric and base may vary</small></p> </div> <p>Imperial Medium (medium sized chair)</p> <p>The Imperial Medium task chair is a fully ergonomic typist chair. It is our entry level office chair with 3 levers.</p>
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- Seat Size: 480W x 465Dmm
- Back Height: 435W x 500Hmm
- Seat Height: 475-600mm (floor to top of seat)
- Injection moulded foam seat & back
- 3 lever fully ergonomic mechanism
- 90% recyclable after use
- Height adjustable back
- 5 year warranty

To Purchase: [Imperial Medium](#)

SIT /STAND WORKSTATIONS

ErgoCentre



Vertilift Pro Adjustable Workstation

The Vertilift Electric Height Adjustable Desk will assist in keeping the spine healthy, improve circulation and reduce muscle fatigue.

- Available in Black or White
- Monitor platform dimensions: 880W x 460D
- Monitor platform height range: 140mm – 510mm
- Monitor platform weight rating: 32kg
- Keyboard platform dimensions: 840W x 255D
- Keyboard platform height range: 15mm – 380mm
- Keyboard platform weight rating: 3kg
- 5 year warranty
- Single button up and down height adjustment
- USB port on control panel
- No assembly required. Only the keyboard platform to attach
- Very quiet during height adjustment

A Sit / Stand Workstation should be purchased through consultation with the relevant Work Health and Safety Consultant

To Purchase: [Vertilift Pro Sit / Stand Workstation](#)

MONITOR RISERS

Officeworks



Kensington Monitor Stand with SmartFit System (18kg capacity)

This Kensington Monitor Stand with SmartFit System is easy to adjust so you can alter it to suit your needs. It has been designed so that you can store accessories and other items underneath allowing you to save on desk space.

- This universal platform design is suitable for 20 inch monitors with a weight of up to 18 kg.
- It's ideal for preventing neck and eye strain while working.
- The height can be adjusted from 40 mm up to 80 mm.
- You can store accessories under the stand to save on space.
- It has a stylish construction and black design to suit any workplace decor.

To Purchase: [OfficeWorks Kensington Monitor Stand 18kg Capacity](#)

Winc



Winc Monitor Riser (15kg capacity)

The Winc® Monitor Riser is compatible with monitors up to 24 inches. It has a built-in cable management system that keeps the cords and cables organised for convenience. This monitor stand can support a maximum weight of 15kg. Use the Winc® Monitor Riser to avoid neck and shoulder strain, as it allows you to raise your monitor to a comfortable viewing position.

- Non-slip platform for a firm placement
- Suitable for laptops with an external keyboard and mouse
- Comes with a built-in cable organiser
- Adjustable height: 20 mm, 50 mm, 80 mm, 110 mm and 140 mm
- Maximum weight capacity: 15kg
- Dimensions: 133 x 335 x 435 mm

To Purchase: [Winc Monitor Stand 15kg Capacity](#)

ADJUSTABLE FOOTRESTS

Officeworks



Height and Angle Adjustable Footrest

This Height and Angle Adjustable Footrest ensures you have everything you need to work in comfort for longer when your chair sits too high for your feet to reach the ground. It has a non-slip base to keep your feet in place and is adjustable so you can find a position that suits you.

- This footrest is height adjustable by 10 mm and is angle adjustable up to 30 degrees.
- It has a non-slip base for more stability.
- It measures 460 W x 360 D x 110 -170 H mm.
- Sold only at Officeworks, J.Burrows is the dependable choice for essential office supplies that are of great quality and value, and is designed for use in the medium business, by the sole trader and the work-from-home freelancer.

To Purchase: [Height and Angle Adjustable Footrest](#)

Officeworks



Kensington Adjustable Footrest

- This Adjustable Steel Footrest ensures you have everything you need to work in comfort for longer when your chair sits too high for your feet to reach the ground. It has a non-slip base to keep your feet in place and is adjustable so you can find a position that suits you.
- It's angle adjustable up to 15 degrees
- It has a solid steel construction.
- The non-slip base keeps your feet firmly in place.
- It measures 416 W x 329 D x 100 - 128 H mm.
- Sold only at Officeworks, J.Burrows is the dependable choice for essential office supplies that are of great quality and value, and is designed for use in the medium business, by the sole trader and the work-from-home freelancer.

To Purchase: [Adjustable Steel Footrest](#)

ERGONOMIC MOUSE



Contour RollerMouse Red

RollerMouse Red is the next step in the evolution of the computer mouse. Centrally located in front of the keyboard, RollerMouse is designed to allow users to work in a comfortable neutral posture and greatly reduce reaching. RollerMouse reduces the pain and strain caused by a traditional computer mouse in the hands, wrists, elbows, and shoulders. RollerMouse Red is designed to fit small to medium sized hands.

- Built-in precision. 7SENSES, tracking technology inside the rollerbar, provides unmatched cursor precision and control. The sensors, placed inside the bar, protect it from dust and dirt. 7SENSES tracks cursor position, constantly adjusting speed and acceleration to ensure the rollerbar is as central as possible, while intuitively adapting to your pace to decrease micro movements and increase efficiency
- Effortless control. Get more control and less strain with the bigger and better rollerbar. Contour Design has replaced the mechanical mouse click with a virtual click to remove force feedback and reduce the risk of unnecessary strain. This effortless digital mouse click combined with the thicker, textured rollerbar makes it not only easier to handle, but also feel good
- Easy to use, right away. The rollerbar is easier to use and even more precise. The larger surface gives you more control when pointing, rolling or clicking. It adapts to the individual, from professionals using CAD and other advanced design programs to the average user

To Purchase: [Contour RollerMouse Red](#)

Ergocentre



Contour Roller Mouse Pro 3

- A modern update of the Pro2, the RollerMouse Pro3 has been developed for demanding tasks that require repetitive movements.
- Pro3 is a great option for professionals and anyone else who uses a mouse for long periods every day. It sits below the keyboard, eliminating the need to reach for the mouse, which can stress the neck, shoulders, elbows, and wrist.
- A new look and feel:
- Pro3 has a sturdier, aluminium base reducing the risk of slipping and provides more durability.
- Premium leatherette padding runs the full-length of the unit, offering extra wrist support.
- The scroll wheel has a seamless glide up, down and across the page.
- Keyboard risers can be inserted at the back of the unit to provide height and create an ideal transition between keyboard and RollerMouse.
- A slider switch on the bottom of the unit is used to adjust the click force.

To Purchase: [Contour Roller Mouse Pro3](#)



Evoluent Vertical Mouse

The Evoluent VerticalMouse 4 Right - Wireless, with its patented shape, supports your hand in an upright neutral posture that eliminates forearm twisting. Many users, including medical doctors, ergonomists and physical therapists, said the Evoluent VerticalMouse provides superior comfort and even relieved their wrist pain.

- Thoughtfully sculpted for uncompromised comfort
- Easy-to-reach programmable buttons
- Two thumb buttons
- Improved thumb rest
- Extended lip prevents rubbing
- Adjustable optical sensor
- Pointer speed indicators
- 2.4 GHz mini receiver
- Low battery indicator
- 12 month warranty

To Purchase: [Evoluent Vertical Mouse](#)



Evoluent Vertical Mouse Wired

The shape of the Evoluent Vertical Mouse is sculpted for uncompromised comfort and easy to reach programmable buttons. No finger contortions are needed to operate the buttons. This mouse has an adjustable laser sensor located on the side which is convenient to adjust without releasing your grip of the mouse. There are four speeds: extra low (XL), low (LO), MD(medium) and high (HI). The thumb rest has been reshaped to provide even more comfort over earlier versions. A new bottom thumb button provides greatly extended functionality when used with the included driver. The illuminated logo turns off when the system is in sleep mode to conserve notebook battery power.

To Purchase: [Evoluent Vertical Mouse Wired](#)



Evoluent Vertical Mouse 4 Small

- Avoids forearm twisting for comfort and good health*
- “The patented shape supports your hand in an upright neutral posture that generally avoids forearm twisting. Many users, including medical doctors, ergonomists and physical therapists, said the Evoluent VerticalMouse provides superior comfort and even relieved their wrist pain*.
- Comfortable and easy to use
- The shape is thoughtfully sculpted for uncompromised comfort and easy-to-reach programmable buttons. No finger contortions are needed to operate the buttons.
- Improved thumb rest
- The thumb rest has been reshaped to provide even more comfort over earlier versions.
- Now two thumb buttons
- A new bottom thumb button provides greatly extended functionality when used with the included driver.
- Extended lip prevents rubbing
- An extra wide lip along the bottom edge prevents the last finger from rubbing the desk.
- Adjustable laser sensor
- Pointer speed controls on the side allow convenient adjustment without even releasing your grip from the mouse.
- Pointer speed indicators
- Top mounted LEDs show through the chrome thumb rest to indicate selected pointer speed including extra low (XL), low (LO), MD (medium), to high (HI).
- Lighted Evoluent logo
- The logo is pure eye candy. The illumination turns off when the system is in sleep mode to conserve notebook battery power.
- Powerful and intuitive driver
- Evoluent Mouse Manager for Windows provides extensive but easy to use functionality for 6 buttons through a simple and intuitive interface.
- Approved mouse of University of California at Berkeley
- The Evoluent VerticalMouse 2 (an earlier model identical in concept) was evaluated in 2007 by a team at the health services clinic in UC Berkeley, including medical doctors, physical therapists, ergonomists, and administrators. It was found to be comfortable, easily adapted to, and promote a neutral wrist and forearm posture. It was the only vertical type mouse approved for staff use within UC Berkeley and for sale in the campus store at that time.

To Purchase: [Evoluent Vertical Mouse 4 small](#)

KEYBOARDS



Evoluent Essentials Full Featured Compact Wired Keyboard EKB

- With its extremely low profile and fully flat keyboard, the Evoluent Essentials Full Featured Compact Wired Keyboard offers comfortable typing and eliminates the need to strain your hands

