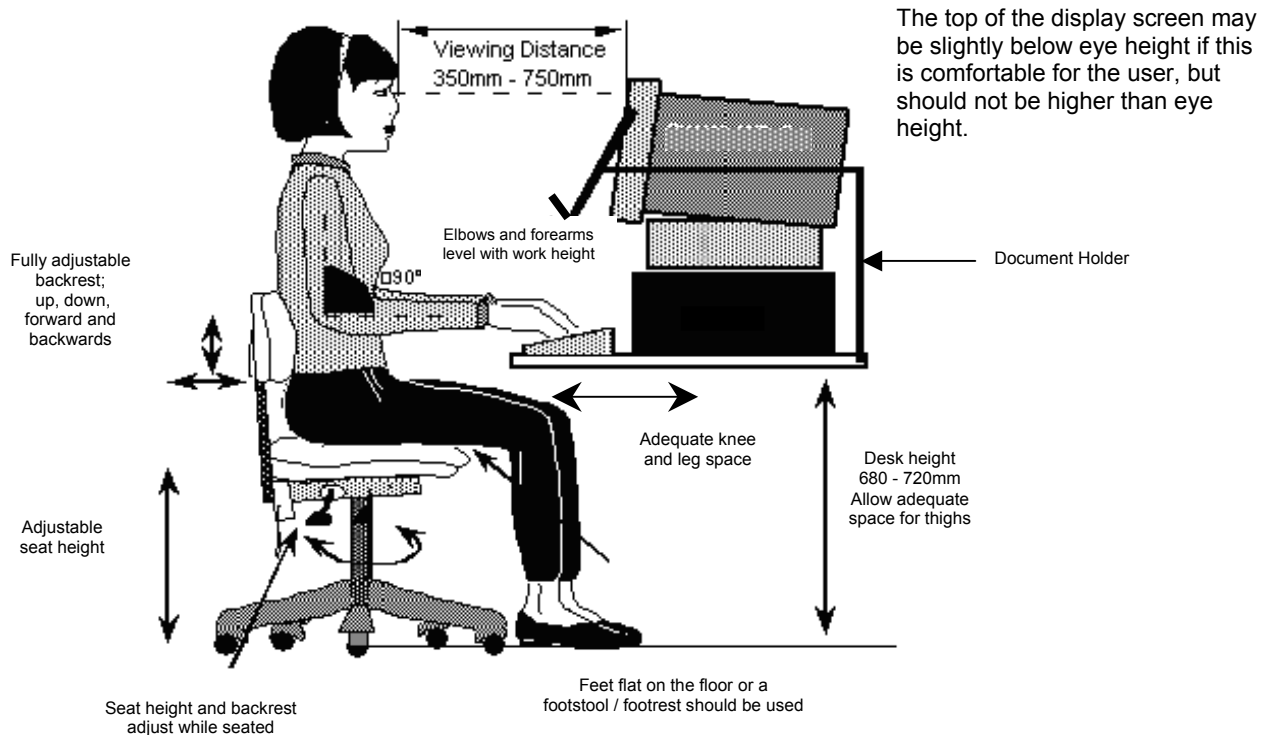


COMPUTER WORKSTATIONS - DESIGN GUIDELINES

PREFERRED POSTURE



FURNITURE

Work surface

- Thinner than 2.5cm.
- Height from floor: 58cm to 68cm (adjustable) and 72cm (fixed).
- Surface area greater than 120cm x 90cm.
- Modesty panel more than 55cm from closest desk edge, and higher than 30cm from floor.
- Width for leg space, 80cm or more.
- Light coloured non-glare or matt surfaces.

Screen

- Position screen's top edge at eye height.
- Place screen between 35cm and 75cm away from operator's eyes.
- Attach a screen filter if glare excessive.

Footrest

- Footrest must be large enough to support both feet.

Seat

- Seat depth between 33cm and 48cm.
- Easily adjusted backrest and height. Rolled front edge.
- Stable 5-star base.
- Castors for carpet or glides for hard floors.
- Gap between under desk surface and seat cushion, 13cm or more.

Document Holder

- Holder big enough to accommodate document used.
- Position either next to screen or between keyboard and screen.

Keyboard

- The home key row, less than 3cm high.
- The keyboard should be stable while keying.

LAYOUT

- Provide unrestricted access and adequate workspace to perform all duties. (The Regulations state a minimum of 3.0 square metres per person.)
- Provide adequate and appropriate space for secondary tasks and storage.
- Orientate screen 90° to nearby window to reduce glare.
- Place frequently used items within normal arm's reach.
- Minimise desk clutter.
- Use power-boards for convenient access to power points.
- Keep liquids away from electrical equipment.

ENVIRONMENT

- Ensure appropriate lighting levels for tasks performed. Average requirement 320-400 lux.
- Minimise reflections and obtrusive shadows.
- Control flickering fluoros by replacing tubes and ensuring two or more lights per fixture.
- Fit appropriate diffusers on fluros and keep clean.
- Maintain comfortable humidity and temperature conditions.
- Minimise distracting, uncomfortable or prolonged noises.
- Eliminate all sharp edges, corners and protrusions.
- Repair all old, broken, malfunctioning or inoperative equipment.

FURTHER INFORMATION

For more information, refer to: **Australian Standards**

- Screen-based workstations: AS3590-1990
 - Part 1: Visual Display Units;
 - Part 2: Workstation Furniture;
 - Part 3: Input Devices;
- Interior Lighting: AS 1680.2. 0-1990 Part 1: General Principles & Recommendations;
- Interior Lighting: AS 1680.2.2-1990 Part 2.0: Recommendations for Specific Tasks and Interiors;
- Interior Lighting: AS 1680.2.2-1994 Part 2.2: Office and Screen-Based Tasks.

Standards can be purchased from Standards Australia
Tel 1300 654 646
Website www.standards.org.au

Worksafe Australia's

- Ergonomic Design of Footrests
- Ergonomics of Office Chairs

See also

- Hazard Management Checklist: Computer Workstations
- Safeguard Computer Use - Safe Work Practices

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