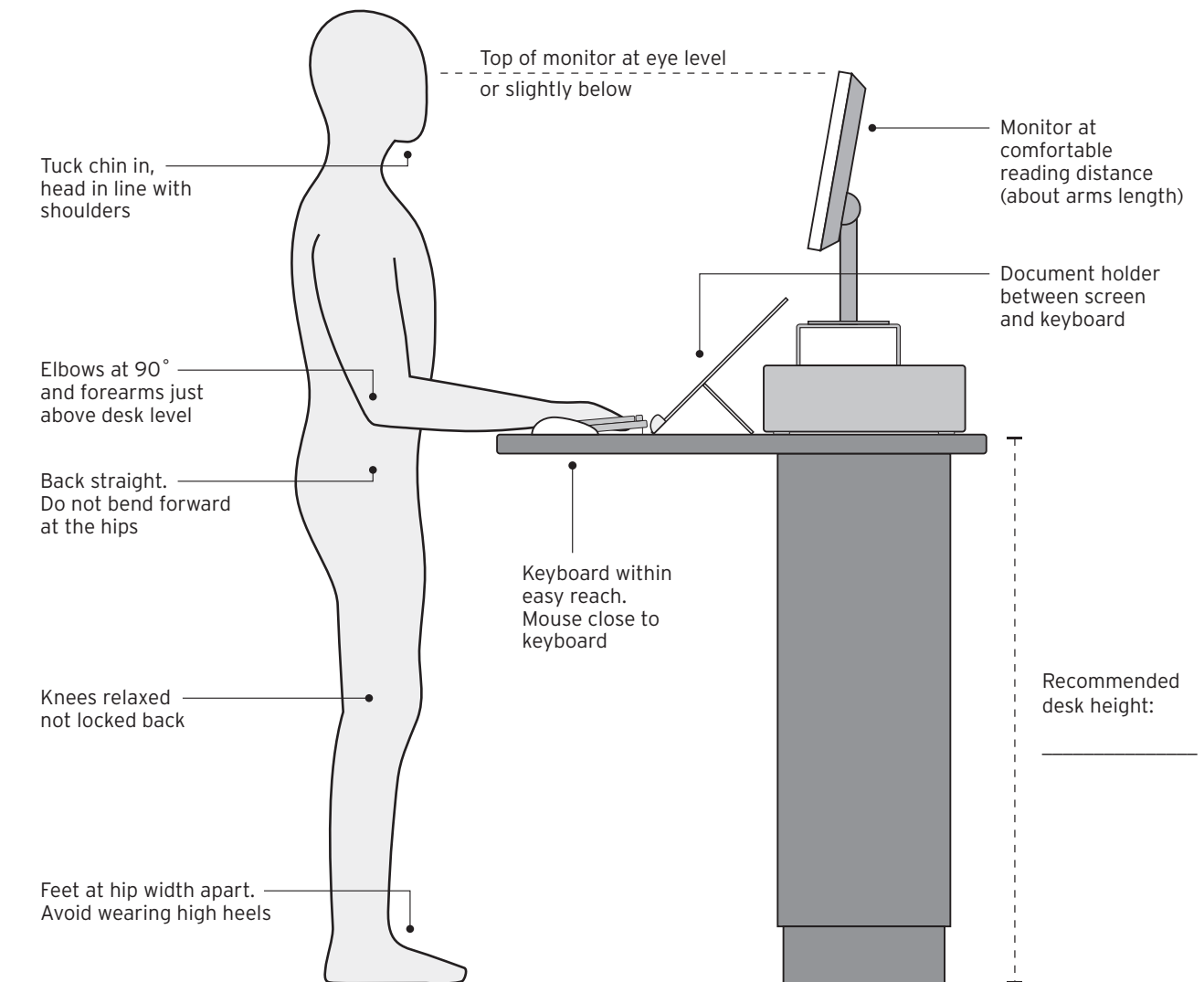


Sit-Standing Workstation Guidelines



GUIDELINES

- Frequently vary your posture between sitting and standing during the day. Start with 10 - 15 minutes standing every few hours and gradually build up to a comfortable level. This could be 15, 30, 60 minutes or longer several times per day depending on your standing tolerance, whether you have an injury and your comfort levels when standing
- If you feel any discomfort when standing, sit down to rest your back and legs. Do not continue to stand with pain or discomfort
- Ensure you take regular pause breaks to stretch and vary your posture
- Avoid standing still in one position. Move around your workstation, walk to the printer, fill up your water bottle, shift your weight from leg to leg
- Practise good standing posture. Stand straight and do not bend forward at the hips
- Wear appropriate footwear and avoid high heels
- Position your chair in an appropriate place when not being used to avoid it becoming a trip hazard
- Apply principles of monitor, keyboard, mouse and document holder positioning as per seated workstation guidelines