



Best Practice – Hot desking

PostureWorx

What to consider when *Sitting down* using a workstation.

	Key points to consider	How to make improvements
Screen(s)	<ul style="list-style-type: none"> When seated at the desk, are your forearms horizontal and eyes at roughly the same height as the top 1/3 of the screen? If using more than one screens, are they aligned so when sitting upright they are at the same height? 	<ul style="list-style-type: none"> Take a big deep breath while sitting comfortably. This aligns your spine and shows the correct eye line for your screen(s) Adjust chair height and screen height to suit your body position. You may require a riser for a laptop to allow correct setup.
Chair/sitting position	<ul style="list-style-type: none"> Are your feet flat on the floor? Is space under the desk adequate? Is the chair back support fixed and upright, approximately level with shoulder blades? Are you sitting at the back of the seat pan? 	<ul style="list-style-type: none"> Try a footrest or rest your feet on something. Clear the space under the desk. Adjust the chair settings. Try to keep arm rests at lowest setting.
Working surface – keyboard & Mouse	<ul style="list-style-type: none"> Is the surface clear with just the necessary equipment? Is the keyboard positioned correctly? Is the mouse position level with the keyboard? 	<ul style="list-style-type: none"> The mouse to be positioned close to the keyboard. Make sure the wrists and forearms can be rested on the desk in front of the keyboard.
Space & environment	<ul style="list-style-type: none"> Does the space allow you to change position? Is the screen free of glare? Is the room temperature comfortable? 	<ul style="list-style-type: none"> The space around the desk should be kept clear and not used for storage. You may need to use blinds or move position slightly. Are the screen(s) brightness and/or contrast adjustable?
Body Positions	<ul style="list-style-type: none"> Are the shoulders relaxed and not hunched? Are the forearms and wrists in a neutral position? 	<ul style="list-style-type: none"> Try to breathe deeply and aim to squeeze your shoulders back. Relax your hands and fingers – use the desk and let your arms stay flat.



Best practice – Hot desking

PostureWorx

What to consider when ***Standing up*** using a workstation.

	Key points to consider	How to make improvements
Standing	<ul style="list-style-type: none">Initially only stand for short periods of time, allow your body to adapt.Take regular breaks, sit down if needed.Make sure your laptop is set up correctly.	<ul style="list-style-type: none">Stand flat footed, maintain a neutral pelvis and spine position.
Laptop/Riser keyboard/Mouse	<ul style="list-style-type: none">If using a laptop, a riser, separate keyboard, and mouse should be considered.	<ul style="list-style-type: none">Ensure eyes are level with top 3rd of the screen.Ensure forearms rest on the working surface in a neutral position.
Working surface	<ul style="list-style-type: none">Is the surface clear with just the necessary equipment?	<ul style="list-style-type: none">Remove all unnecessary equipment.
Body Positions	<ul style="list-style-type: none">Are the forearms and wrists in a neutral position, able to rest on the work surface?Stand square to the desk, evenly distribute your weight through both feet.	<ul style="list-style-type: none">Relax your hands and fingers – use the desk and let your arms stay flat.Keep knees soft, with both feet planted evenly.



Best practice – Hot desking

PostureWorx

What to consider when using the *Collaborative Spaces*.

	Key points to consider	How to make improvements
General	<ul style="list-style-type: none">• Only spend 45-50min at a time in Collaboration zones without taking a break.• Try to maintain a neutral sitting position, placing laptop on a hard surface.• If working with a colleague(s) try to sit/stand face on, avoid twisting and fixed unnatural positions.• Try to keep feet flat on the ground.• Change positions regularly.	<ul style="list-style-type: none">• Only book maximum of 1 hour long Collaborative meetings, take breaks between meetings.

General Considerations

- Handy advice on how to look after your body, with activity and exercise tips.
[PostureWorx Workstation and exercise advice](#)
- Look after your eyes – every 20 minutes look at something 20 feet away for 20 seconds (20-20-20) rule.
[The 20-20-20 rule](#)
- Review your workstation setup if, your roles changes, equipment changes or it's been 12 months since your last review
[PostureWorx Video Series](#)

Remember to keep your wellbeing as priority.