

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G007
 <b>PRIFYSGOL ABERYSTWYTH UNIVERSITY</b>	<b>Standing Workstation Equipment Guidance</b>	Issue	1
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The following document is intended to provide general guidance for users of standing workstation equipment within Faculties and Professional Service Departments. This document should be read in conjunction with the Health and Safety Executive's (HSE) VDU Checklist Document.

### Introduction

As the popularity of adjustable workstations is increasing, it remains critical that colleagues utilising such workstations are doing so correctly. Standing in a static posture is even more tiring than sitting in a static posture, therefore using standing desks correctly is of even greater importance. Standing workstations will generally be available through one of two types of arrangement:

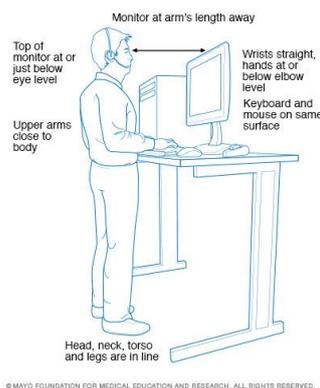
1. Full Desk – allowing the whole workstation to be raised and lowered;
2. Desk Top – a separate unit placed on top of the non-adjustable workstation.

### General Considerations

- Alternate between standing and sitting postures multiple times throughout the working day to avoid prolonged standing and/or prolonged sitting.
- Listen to your body, particularly if you are experiencing any discomfort and/or pain.
- Start standing for short periods initially, and build up to standing for prolonged periods over time.
- Consider the type of footwear worn i.e. low heeled and supportive shoes are most appropriate.
- Seek medical advice with regards to arrangements for standing if you are pregnant, suffer from leg pain, varicose vein, or suffer from pre-existing musculoskeletal problems such as lower back pain.
- While standing, ensure that your chair is located so as not to cause trip hazards for yourself or others.
- Consider the use of a document holder if referring to documents when typing.

### Key Points

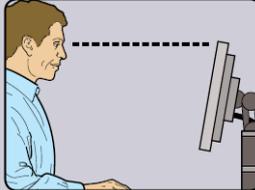
Figure 1 provides a general overview of the main ergonomic considerations when using standing workstations:

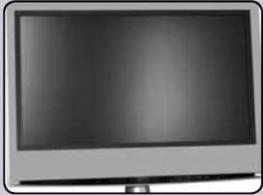


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### Checklist

The following checklist provides a framework whereby users of standing desk equipment can review the suitability of their workstation areas, and identify any areas which may require addressing.

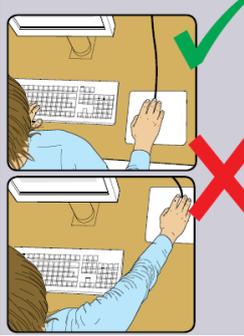
<b>Display Screens</b>				
<i>Considerations</i>	<i>Ways of reducing the risk</i>	<i>Yes</i>	<i>No</i>	<i>Action(s) to take</i>
Are the characters clear and readable?   	Make sure the screen is clean and cleaning materials are available.  Check that the text and background colours work well together.	<input type="checkbox"/>	<input type="checkbox"/>	
Is the text size comfortable to read?	Software settings may need adjusting to change text size.	<input type="checkbox"/>	<input type="checkbox"/>	
Is the image stable, i.e. free of flicker and jitter?	Try using different screen colours to reduce flicker, e.g. darker background and lighter text.  If there are still problems, get the set-up checked, e.g. by the equipment supplier.	<input type="checkbox"/>	<input type="checkbox"/>	
Is the screen's specification suitable for its intended use?	For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	<input type="checkbox"/>	<input type="checkbox"/>	
Are the brightness and/or contrast adjustable?	Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	<input type="checkbox"/>	<input type="checkbox"/>	
Does the screen swivel and tilt?  	Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.  However, you may need to replace the screen if: <ul style="list-style-type: none"> <li>• swivel/tilt is absent or unsatisfactory;</li> <li>• work is intensive; and/or</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li>the user has problems getting the screen to a comfortable position.</li> </ul>			
<p>Is the screen free from glare and reflections?</p> 	<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are adjustable window coverings provided and in adequate condition?</p>	<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Keyboards</b>				
<i>Considerations</i>	<i>Ways of reducing the risk</i>	<i>Yes</i>	<i>No</i>	<i>Action(s) to take</i>
<p>Is the keyboard separate from the screen?</p>	<p>This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Does the keyboard tilt?</p>	<p>Tilt need not be built in.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is it possible to find a comfortable keying position?</p>	<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p>Does the user have good keyboard technique?</p>	<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> <li>hands bent up at the wrist;</li> <li>hitting the keys too hard;</li> <li>overstretching the fingers.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are the characters clear and readable?</p>	<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Mouse, trackball, etc.</b>				
<i>Considerations</i>	<i>Ways of reducing the risk</i>	<i>Yes</i>	<i>No</i>	<i>Action(s) to take</i>
<p>Is the device suitable for the tasks it is used for?</p>	<p>If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is the device positioned close to the user?</p>	<p>Most devices are best placed as close as possible, e.g. right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> <li>prevent arm overreaching;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

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	<ul style="list-style-type: none"> <li>encourage users not to leave their hand on the device when it is not being used;</li> <li>encourage a relaxed arm and straight wrist.</li> </ul>			
Is there support for the device user's wrist and forearm?	<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the device work smoothly at a speed that suits the user?	<p>See if cleaning is required (e.g. of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Can the user easily adjust software settings for speed and accuracy of pointer?	Users may need training in how to adjust device settings.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Software</b>				
<i>Considerations</i>	<i>Ways of reducing the risk</i>	<i>Yes</i>	<i>No</i>	<i>Action(s) to take</i>
Is the software suitable for the task?	<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Furniture</b>				
<i>Considerations</i>	<i>Ways of reducing the risk</i>	<i>Yes</i>	<i>No</i>	<i>Action(s) to take</i>

<p>Is the work surface large enough for all the necessary equipment, papers etc.?</p> 	<p>Create more room by moving printers, reference materials etc. elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>	<p>Rearrange equipment, papers etc. to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are surfaces free from glare and reflection?</p>	<p>Consider mats or blotters to reduce reflections and glare.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Posture</b>				
<i>Considerations</i>	<i>Ways of reducing the risk</i>	<i>Yes</i>	<i>No</i>	<i>Action(s) to take</i>
<p>Is the screen roughly an arm's length away from the user?</p>	<p>Rest the top of the palm on the monitor from a comfortable standing position to gauge the distance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are the user's legs, torso, neck and head in line and vertical, displaying a strong core?</p>	<p>Stand tall, ensuring that all reference points are in a vertical line to ensure minimal strain on joints and muscles.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is the top of the monitor at, or just below, eye level?</p>	<p>The monitor should be set so that the user is not required to tilt or arch their neck or back while standing.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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Is the top of the desk surface (where the keyboard and mouse are positioned) at elbow height or just below?	Ensure the keyboard is directly in front of the user, and pushed back so that the forearms are supported by the front part of the desk while typing.	<input type="checkbox"/>	<input type="checkbox"/>	
Are the user's hips and shoulders relaxed when standing?	Shoulders and hips should be dropped at a natural position while standing.	<input type="checkbox"/>	<input type="checkbox"/>	
Is the primary screen in line with the user's standing position?	Position the monitor so that the user is not twisting or tilting their body to view the screen.	<input type="checkbox"/>	<input type="checkbox"/>	
Are the user's arms kept close to their side when using the mouse or keyboard, and forearms supported by the desk area?	Users should not be required to bend or twist their wrists while using the workstation.	<input type="checkbox"/>	<input type="checkbox"/>	
Is the user alternating between a sitting and standing position at regular intervals?	<p>Take regular breaks, and change position at regular intervals (e.g. every 40 minutes).</p> <p>User should build up the period of time spent standing gradually to avoid fatigue.</p> <p>Declutter items from desks to prevent objects from falling when alternating between positions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environment</b>				
<i>Considerations</i>	<i>Ways of reducing the risk</i>	<i>Yes</i>	<i>No</i>	<i>Action(s) to take</i>
Is there enough room to change position and vary movement?	<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Is the lighting suitable, e.g. not too bright or too dim to work comfortably?	<p>Users should be able to control light levels, e.g. by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the air feel comfortable?	<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Are levels of heat comfortable?	<p>Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Are levels of noise comfortable?	<p>Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.</p>	<input type="checkbox"/>	<input type="checkbox"/>	