

Sit/stand workstation agreement and safe use checklist

If using a sit/stand workstation, it is important that you read the following information then complete the checklist, sign and return it to your manager/supervisor for safe keeping.

Setting up your sit/stand workstation

Table top style sit/stand workstations may be heavy. The user will refer to the manufacturers' instructions and use appropriate manual handling techniques/seek assistance from at least one other person for unpacking and initial positioning.



Note that the desktop should be able to rise to at least 1200mm to suit taller workers.

The entire base of the sit/stand workstation will be positioned on the desk surface or appropriately clamped/secured.

The [Computer workstation setup self-assessment](#) will be used to adjust the workstation for the sitting position and documentation of this assessment will be kept securely.

The Sit/stand checklist (attached) will be used to adjust the workstation for the standing position and documentation will be kept securely.

Appropriate storage for the chair will be allocated whilst standing to prevent a trip hazard (e.g. tucked under desk or at a central pod table).

Raising or lowering the sit/stand workstation

Sit/stand workstations offer a variety of height adjustment mechanisms (refer to manufacturer's instructions). Correct technique is required for using workstations with manual adjustment.

Procedure:

To raise and lower the workstation, the user will:

- Utilise two hands, with equal force between hands to avoid twisting
- Utilise a lower limb "stride stance" to ensure upward force is driven by the legs when raising the device
- Maintain neutral spine when adjusting the workstation (i.e. keep low back curve)
- Face the workstation – do not twist the spine
- Work at a safe speed. Allow the sit/stand mechanism to do the majority of the work.

Tip: Once the optimal standing height has been established for your workstation, create a reference point (e.g. 'post it' note on adjacent shelf or other marker), so you can easily find this optimal height again with minimal adjustment.

Duration of sitting/standing

Standing increases the physical demand on the body. The user is to gradually increase standing duration in accordance with the body's tolerance.

If using a sit/stand workstation for a specific medical condition, the staff members' treating Health Professional (General Practitioner and/or Physiotherapist) must provide advice regarding sitting/standing durations appropriate for their medical condition.

General users with no specific medical condition are to respond to signs of body fatigue in standing and commence with short durations of standing e.g. commence with 10 minutes standing and gradually increase duration as endurance allows. Remember, it is important to change posture regularly throughout the day – aim to change posture every 30 minutes.

Monitor posture and tolerance in the standing position. The user will sit if any of the following are noticed:

- Performing unsafe standing postures, e.g. leaning on the workstation, jutting one hip out to the side, slumped upper back with poked out chin posture
- Any foot or back discomfort, or
- Lower limb symptoms of fatigue – aching or pain of any type.

Tip - Additional devices: Use of a footrest while standing can assist with maintaining appropriate posture – one foot can be placed on the footrest in a stride stance, alternate left and right foot placement on the footrest as desired. The footrest provides lower limb postural variation whilst maintaining a neutral pelvis/low back position.

Consider setting a timer or reminders, to ensure postural breaks occur regularly. Don't let pain be your reminder to change your position.

Movement during work day

Continued movement – additional to sit/stand workstation use

Regular movement ensures appropriate breaks for your eyes, positive postural changes and facilitates circulation. Refer to the front page of the [Computer workstation setup self-assessment](#) for tips on moving often. Also, maintain or implement general physical activity outside of work hours. Regular physical activity is essential to health and wellbeing. Moderate intensity physical activity includes walking, cycling, swimming, jogging – it does not include standing at a desk.

Privacy/voice volume

When in a standing position, consider the effect your altered position has on your colleagues.

In the standing position, the user will be considerate to other staff.

The user will consider the privacy of others, including vision of their computer screens while working in a standing position.

The user will consider the effect of increased voice projection and the potential to disturb others particularly in “open plan” offices.

Footwear

When sitting, the feet and lower back/pelvis share the weight bearing load of the body. When standing, 100% of the body weight is on the feet. Appropriate foot support and posture is necessary to ensure appropriate weight and force distribution to prevent injury.

Shoes with high heels (i.e. greater than 5 cm maximum from floor to heel cm) must not to be worn as heeled shoes cause altered centre of gravity and altered spinal posture.

Appropriate footwear will be worn at all times when using a sit/stand workstation i.e. flat shoes that have adequate cushioning and arch support (i.e. not “ballet flats”).

Use of anti-fatigue mats

There is no evidence that anti-fatigue mats make you more comfortable than wearing suitable footwear. They can also be a manual handling and trip hazard. Supportive shoes, compression stockings and changing position from standing to sitting regularly can be more beneficial to prevent musculoskeletal or vascular symptoms from prolonged standing.

When anti-fatigue mats are used, the mat is to be placed in position for standing and carefully removed and stored for sitting to ensure it does not become a trip hazard.

Heeled shoes are not to be worn on anti-fatigue mats as it will damage the mat and are unstable on this surface.

