Movement is the Key: As a manager, you can make a significant difference to workplace practices and culture by encouraging increased movement in the office. This can be achieved through:

Organisational and Environmental Changes to Increase Movement:
- Provide information on the importance of movement throughout the day and the health risks associated with prolonged sitting or prolonged standing
- Encourage regular breaks for postural changes during sedentary tasks
- Trial standing meetings or “walk-and-talk” meetings
- Promote workplace activity and fitness initiatives, e.g. 10,000 step challenge
- Trial communal standing tables for meetings or reading tasks
- Trial a sit/stand workstation as a “hot desk”. A “hot desk” is a spare desk that any person in a team can access to allow them to undertake a computer based task in a standing position for some portion of the work day e.g. reading a document or checking emails.
- If considering the introduction of sit/stand workstations, ensure this is undertaken in a considered way and is correctly managed to ensure that new hazards are not introduced into the workplace. Be alert to staff with existing medical conditions and potential contraindications.

Individual Changes to Increase Movement:
- Use prompts/reminders to get up and move e.g. desktop timers/reminders
- Take the stairs instead of the lift - even for part of the journey.
- When appropriate, walk to a colleague rather than always emailing or phoning.
- Walk to the printer/fax/photocopier/rubbish bin
- Vary work tasks to change posture frequently throughout the day
- Eat your lunch away from your desk, go for a walk outside if possible
- Take part in lunch time stretches/exercise sessions
- Aim to incorporate at least 30 minutes of exercise most days of the week – co-workers may form a group that walk after work or at lunch time.

Workstation Ergonomics Self-Assessment
To minimise the risk of injury associated with prolonged sitting, managers are to encourage staff to undertake a “Workstation Ergonomics Self-Assessment”. If an individual experiences discomfort whilst sitting at their workstation, please refer to the Employee Factsheet – Workstation Discomfort within this pack of information. For detailed information follow the Office Ergonomic Guideline.

Considering purchasing a Sit/Stand Workstation?
Sit/stand workstations enable alternation between sitting and standing whilst performing desk/computer work. Alternating positions reduces prolonged sitting/standing and enables those with medical conditions to stand for periods of time while working. Sit/stand workstations have also been promoted as a way to incorporate postural changes while undertaking sedentary work tasks. Managers are to be mindful that sit/stand workstations are not a complete solution to sedentary work and may introduce hazards into the workplace unless they are appropriately managed and appropriately adjusted. Simply providing sit/stand workstations will not replace the need for general activity within the workplace.
Contraindications associated with Sit/Stand Workstations

Sit/Stand Workstations are NOT recommended for people who:
- have a circulatory condition or swollen lower limbs, including varicose veins and/or lymphedema;
- have any foot/ankle/knee or hip conditions, including arthritis;
- have a lower back condition aggravated by lumbar extension postures;
- have hypertension (high blood pressure)
- have a heart condition
- wear graded lens glasses (as the monitors may be too high resulting in unsafe neck postures) or,
- are experiencing swelling of feet/lower legs,
- are pregnant.

Limitations associated with Sit/Stand Workstations:
The following issues have been noted by staff trialling sit/stand workstations:
- concerns regarding privacy/security of documents on their and other staff screens when standing
- noise concerns when people are speaking on the phone in a standing position
- increased distractions when standing
- tired feet, legs and back
- straining back during adjustment of the workstation between sit and stand positions.

Medical Conditions:
Staff with a reported medical condition (e.g. lower back injury) may find prolonged sitting uncomfortable. For these staff, their manager may need to purchase a prescribed sit-stand workstation. To ensure a sit/stand workstation is not increasing risk of injury or aggravating a pre-existing injury, it is important that these purchases be managed in accordance with medical advice and a prescribed treatment plan.

Prior to purchasing any equipment, either for an individual’s medical condition or as part of a broader program to reduce sedentary work:

Review these documents:
- 1. Information for Staff – Workstation Discomfort
- 3. Information for Staff – Safe Use of Sit/Stand Workstations

Consult with:
- a member of your local Injury Management Team – Organisational Safety and Wellbeing to ensure that appropriate equipment is acquired and that reasonable adjustment and/or a rehabilitation and return-to-work program is considered and implemented to support the individual’s needs, if required;
- or
- discuss with other managers that have implemented or researched alternative workstations

Trial:
- a sit/stand workstation prior to making any purchases; and

Ensure that:
- procurement processes are followed
- no new hazards will be implemented with the introduction of the equipment; e.g. there is sufficient space and a stable surface to accommodate the equipment

- To assist you in managing your physical, mental and social wellbeing, please refer to the Department’s Wellbeing Webpage http://education.qld.gov.au/health/health-wellbeing/index.html
- The Injury Management Contact relevant to your location can be found at the link below: http://education.qld.gov.au/health/contacts/contacts-rehab.html