

Working Comfortably When Hot Desking

Hot desks are used by different people.

Always set up your workstation **before you start work.**

SET UP YOUR WORKSTATION



CHAIR HEIGHT

Elbows at 90–120° when typing.



BACKREST

Upright with lumbar support.



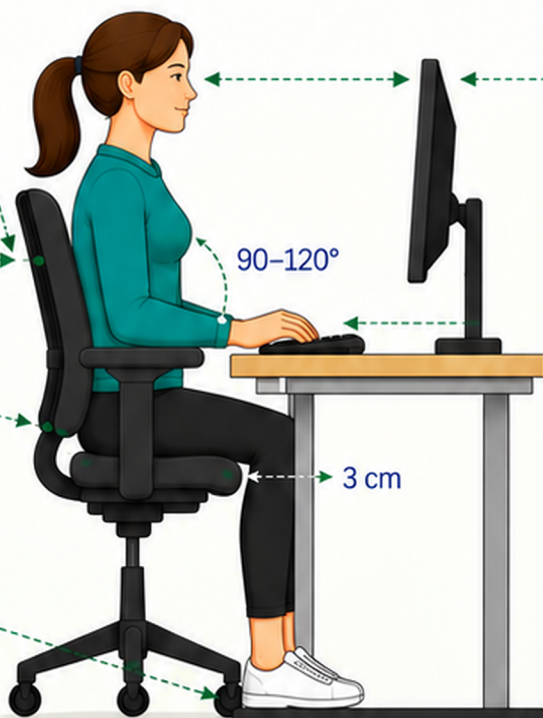
SEAT DEPTH

Leave a small gap (about 3 cm) between the seat edge and the back of your knees.



FEET

Keep your feet supported on the floor or a footrest if required.



SCREEN

Top of screen at eye level and about an arm's length away.



KEYBOARD & MOUSE

Keep within easy reach. Relax your wrists.

ADJUST EACH TIME YOU START WORK

Hot desks are used by different people, so take a few minutes to adjust the workstation to suit you.



Adjust the chair



Position the screen



Check the keyboard and mouse are within easy reach

YOUR INDIVIDUAL REQUIREMENTS

Use any equipment or adjustments identified through your DSE assessment.



If the workstation cannot be adjusted to meet your needs, speak to your manager or DSE assessor.



Set yourself up for a **more comfortable day.**

Take a few minutes to adjust your workstation before you start work.

