NATIONAL HEALTH & SAFETY FUNCTION

FAST FACTS

TIPS WHEN HOT DESKING

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Hot Desking Tips

Hot desking is a flexible workplace arrangement where workstations are used by different employees at different times, eliminating assigned workstations. Incorrect workstation set-up and prolonged poor posture can increase the risk of musculoskeletal disorders (MSDs). When hot desking, it is important to adjust the workstation each time you work, as no two bodies are the same. These simple tips will help you achieve a safe, comfortable and healthy workstation wherever you sit.

Setting up your DSE Workstation Correctly

When seated, ensure the following

1. Your back posture is neutral (S shape curve) and the lower back is fully supported by the backrest
2. Your thighs are parallel to the floor in a slightly downward position with a gap between the back of the knees and the edge of the chair
3. Your feet are resting comfortably on the floor (if not possible, a footrest may be required)
4. Your forearms and wrists are in a straight line (neutral position) while typing and your shoulders are relaxed
5. Your screen is positioned so that your eyes are level with the top of the screen or slightly below
6. Your screen is approximately at arm's length and is positioned to avoid reflective glare
7. Your keyboard is directly in front of you, with enough space to rest your forearms on the desk between the keyboard and the edge of the desk

Why is setting up your DSE workstation correctly so important

Working with static/fixed posture or adopting poor posture for sustained periods of time is a risk factor that can contribute to developing MSDs

Poorly designed workstations can add to this risk. The importance of awareness, training, risk assessment and providing opportunities to take task breaks away from DSE activity cannot be underestimated. A good setup supports comfort, posture and long-term health.

Scan the QR code for more information and support.

Remember

- Adjust your workstation every time you hot desk
- Take regular task/screen breaks from DSE work
- Move, stretch and change posture frequently

Important Note

Laptops should not be used for long periods without additional equipment.

Use a separate screen or laptop riser, along with an external keyboard and mouse to achieve an optimal workstation setup.