



1. INTRODUCTION

This procedure describes the optimal set-up and use of the *QuickStand*. The *QuickStand* is a manually height adjustable metal work platform which clamps to the rear of the desk or through the desk via a grommet mount. It is designed to provide variation between sitting and standing postures whilst working at a computer. It caters for either single or dual monitors

This procedure should be read before use.

2. SAFETY CONSIDERATIONS

2.1 Application and suitability

- Determine whether this model can be fitted to your existing workstation by sending a photo to the supplier. Some desk types are unsuitable-e.g. very deep desks, presence of fixed partitions.
- Determine whether you require a single or dual
- The platform dimensions are limited and in the event you require considerable real estate on your desk this model may not be suitable and an electric adjustable height desk may be a more suitable solution
- Engage supplier to install the unit on site

2.2 Before commencing:

- Ensure adequate cable length is available to enable unrestricted platform movement
- Take time to adjust the tension adjuster in order to be able to raise and lower your *QuickStand* with ease. This is located at the top of the *QuickStand* unit- see *adjust weight capacity* in next section

3. OPERATION

- Alternate between sitting and standing. Recommended postural rotation is 20 min. sitting, 8 min. standing, 2 min moving each 30 minutes.
- The platform height should be approximately navel height when sitting or standing to allow a neutral

spine, relaxed upper body, symmetrical shoulders and elbows slightly higher than wrists.

- Ensure the monitor height is suitable-i.e. can be viewed comfortably with minimal neck flexion
- Do not lean on the platform when standing
- Raise/lower the *QuickStand* by applying gentle pressure up/down to the platform with both hands
- If the floor surface is very firm (non-carpeted) an anti-fatigue mat may improve comfort and stimulate blood flow in the legs.

Note: Anti-fatigue mats restrict chair movement and are not usually required for carpeted floors.

- Perform stretching exercises every 30 minutes
- A non-numeric keyboard may free up space on the platform for easier mouse navigation

4. Adjusting weight capacity

- **WARNING** – do not use a power drill to adjust the tension adjuster, use only a 6mm Hex Key
- Remove top cover from *QuickStand* unit to expose the tension adjuster screw
- Slowly begin turning the tension adjuster screw clockwise to increase the tension
- Screw the tension adjuster 10 revolutions at a time before checking the balance
- Raise/lower a few times until it fluidly adjusts
- **Increase weight capacity**- if platform is too heavy to raise but easy to lower and does not stay in place when raised
- **Decrease weight capacity** – if platform is too easy to raise but difficult to lower

5. MAINTENANCE

- Minimal maintenance is anticipated.
- Report any maintenance issues to supervisor and contact supplier. Cease use if necessary.

6. ORDERING

- This can be ordered through Humanscale Australia@humanscale.com
- see Health & Safety website guidance on sedentary work

7. REFERENCES

- Occupational Health and Safety Regulations 2007
- Health and safety website.