

A hot desk is a shared desk- used by multiple staff in a common area. Hot desking is a practice adopted across some sections of the University where the nature of the work is dynamic and flexible.

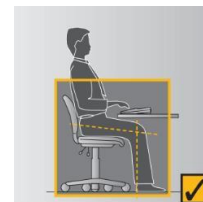
A hot desk should preferably have the minimum following features to accommodate the size variation and needs of a broad range of users:

- Electric adjustable (sit/stand) desk. Height range 620-1250mm with no impediment to movement through this range.
- If a fixed height desk only is available an adjustable height footrest is required
- A choice of task chair sizes
- Finger touch enabled monitor arms clamped to the rear of the desk
- Antimicrobial wipes

The following checks are intended to assist you to set up a hot desk to optimise your health, safety, and comfort. It is important you take the time to do these checks before starting work.

### Chair check

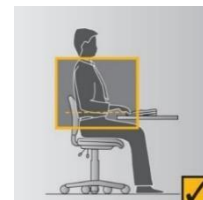
- Seat pan – horizontal
- Back rest angle – slight recline (100 degrees preferred)
- Back rest height – adjusted to connect with and support spine
- Chair height – hips slightly higher than knees and feet fully supported



Source: Worksafe Victoria, 2018

### Desk check

- Desk height –whether sitting or standing should allow shoulders to be relaxed, elbows positioned close to body and slightly higher than wrists and forearms gently supported on desktop.



Source: Worksafe Victoria, 2018

### Monitor check

- Height – eyes in line with top of monitor screen
- Distance – approximately arm's length away
- If using 2 monitors equally – position side by side with connecting edges in line with nose
- If using primary and secondary monitors – position primary directly in front of body with secondary screen to the side. Swivel chair, **not neck**, to visually navigate between screens
- If showing the monitor screen to a student or visitor, ensure you position yourself to minimize twisting or straining to see

### Keyboard check

- Position directly in front of body at preferred distance for typing
- Lower rear keyboard feet if visual control over keys is not required

### Mouse check

- Position close to keyboard with shoulders relaxed and elbows close to body
- Use keyboard shortcuts where possible



Source: Worksafe Victoria, 2018

### Phone check

- Use a headset or earphones if there is a requirement to type or take notes whilst speaking on the phone

### Posture check (sitting or standing)

- Eyes straight ahead
- Shoulders symmetrical and relaxed
- Elbows close to sides
- Spine neutral

### Rest break check

- Alternate regularly between sitting and standing. Avoid either for longer than 30 minutes without a break

### Housekeeping

- Maintain desktop and surrounds free of unnecessary or personal items
- Ensure provision is made for secure storage of personal items near the work area
- Wipe desk and desktop accessories thoroughly after use
- Avoid eating at desk