

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.

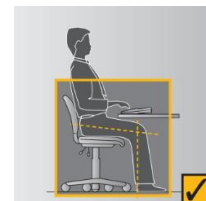
A hot desk should preferably have the following features to accommodate the size variation and needs of a broad range of users:

- Electric adjustable (sit/stand) desk. Height range 650-1250mm 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 or alternatively monitor raisers
- 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

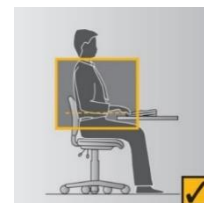
- Seat pan – horizontal
- Back rest angle – slight recline
- Back rest height – adjusted to connect closely and support spine
- Chair height – hips slightly higher than knees and feet fully supported



Source: Worksafe Victoria, 2018

Desk check

- Desk height – allows shoulders to be relaxed and elbows slightly higher than wrists with forearms gently supported on desktop. This usually works out to be approximately navel height whether sitting or standing



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 sharing a monitor with another person, ensure you position yourself so the monitor is lined up directly in front of you



Source: Worksafe Victoria, 2018

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

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