



1. INTRODUCTION

This procedure describes the optimal set-up and use of the *Varidesk Pro or Pro Plus* portable desktop adjustable workstations designed to provide variation between sitting and standing postures whilst working at a computer. This procedure should be read before use.

2. SAFETY CONSIDERATIONS

2.1 Application and suitability

- These units may not be suitable for certain users including those exceeding 180cm in height (platform does not raise high enough) or those suffering an acute pain episode or significant, chronic back pain (platform involves some manual effort to adjust up and down). An electric adjustable height desk or a *Quickstand*- may be more suitable solutions- see Health & Safety website guidance on sedentary work
- Handling/moving the *Varidesk* is a 2 person task.

2.2 Before commencing:

- Do not remove the keyboard tray from the unit as it serves as a counterbalance and without it the unit is unstable
- Ensure adequate cable length is available and clear of moving parts
- Ensure hands are well clear of the scissor lift mechanism during adjustment
- Limit items placed on the unit to a single monitor, keyboard, mouse, document holder/documents. The more load on the *Varidesk* platform the greater the force exertion required to adjust it. Avoid using multiple reams of paper to raise the monitor as these add substantial weight.
- Ensure the monitor height is suitable-i.e. can be viewed comfortably with minimal neck flexion
- Supportive flat footwear is recommended

3. OPERATION

- Ensure the keyboard tray is pushed in level with the edge of desk when standing.
- Alternate between sitting and standing. Recommended postural rotation is 20 min. sitting, 8 min. standing, 2 min moving each 30 minutes.
- Do not lean on the platform when standing.
- The platform height should be approximately navel height when sitting or standing to allow a relaxed upper body, symmetrical shoulders and elbows slightly higher than wrists.
- When adjusting the unit height, adopt a split leg stance or forward lunge (one foot approximately 30cm in front of the other) with front knee bent. Hinge forward from the hips, lean into the workstation, whilst bracing the torso and keeping the lumbar spine neutral.
- If the floor surface is hard (non-carpeted) an anti-fatigue mat may improve comfort and stimulate blood flow in the lower limbs. Anti-fatigue mats restrict chair movement and are not usually required for carpeted floors.
- A small flat step stool (150mm in height approx.) may be useful to alternately place each foot on whilst standing to reduce fatigue and optimize lower back posture.
- Perform brief stretching exercises of shoulders, back, arms and legs every 30-60 minutes.

4. 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 preferred supplier Backcare and Seating:
http://purchasing.unimelb.edu.au/preferred_suppliers

7. REFERENCES

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