

Workstation Set-up Guide

ROBERT WALTERS

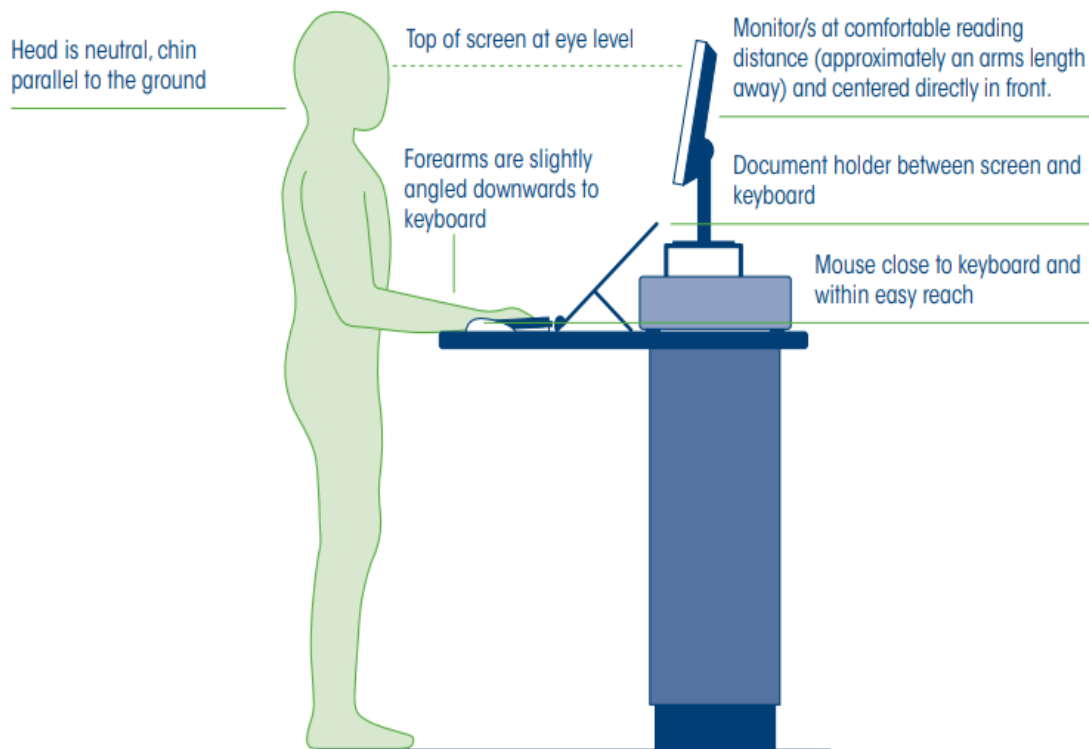
Getting your workstation set-up right at work or when working from home will help prevent musculoskeletal disorders and other physical injuries. Poor posture and too much sitting are common contributing factors to musculoskeletal disorders such as soreness, aches or pain in the lower back, neck or wrists.

Always check and adjust your workstation equipment to your needs including your desk, chair, monitors, keyboard and mouse to help prevent discomfort, injuries or disorders. This guide helps you set up your sitting or standing desk.

If you encounter difficulty to setting up your workstation correctly or experience discomfort – please raise with your Host Client Manager and your Robert Walters Consultant.



SETTING UP YOUR STANDING WORKSTATION



Healthy Habits

- Take regular rest breaks to stretch and vary your posture
- Stay hydrated- drink lots of water during the day
- Vary between sitting and standing during the day
- Avoid wearing heels when standing
- Keep feet shoulder width apart when standing
- Don't stand all day - alternate between seated and standing postures every 30 minutes

Workstation Layout

- Keep frequently used items within easy reach
- Consider use of a document holder
- Alternate mouse between left and right hand
- Avoid clutter- use off-peak storage to reduce excess items on your desk
- Use a desktop program or app that reminds you to stretch and take regular breaks
- If you are experiencing discomfort, contact the Host Client and your Robert Walters Consultant as soon as possible