

WFH Policy – OHS Considerations

Purpose

The Southern Basketball Association is committed to workplace health and wellbeing – this commitment extends to your set up when working from home. The following tips are designed to assist you to set up your workstation at home, in a way that is comfortable and increases productivity.

It is mandatory for you to read the ergonomic set up tips set out in this document. By opting to work from home you acknowledge that you have set up your working from home workstation appropriately in accordance with ergonomic standards and Southern Basketball Association OHS policy.

Guidelines

2.1 Seated Height

You need to adjust your seat height, so that your:

- Elbows are just above the desk surface
- Forearms are parallel to the desk

This will allow a better chance of relaxing the muscles in your neck and shoulder and ensure you keep your wrist as neutral as possible (not tilted up or tilted down) whilst typing.

2.2 Posture & Seat Adjustments

Sitting for 1-3 hours can be fatiguing. Please make sure you get up and move. You really should be changing your posture by getting up to move for 2-3 minutes every 25-30 minutes.

How you utilise your chair and sit at your workstation will determine the stress and strain that the body is exposed to. The spine has a natural 'S' curve and your posture at the workstation should aim to maintain this whenever possible. Most chairs have a backrest that provides contact with the spine to approximately the shoulder blade level. The angle of the backrest should be slightly reclined so that the weight of the trunk is at least partially taken by the backrest itself.

2.3 Feet Positioning

By having your feet well supported you avoid your seat digging into the back of your thighs (this can affect your circulation). Also, by having your feet well supported you are more likely to use the seat back. If your feet don't touch the ground, then you may need a footrest. A footrest should have enough height and adjustment to allow you to put your feet flat on it. It needs to be adjustable because you may change your shoe type each day.

2.4 Screen Location

If you are using Southern Basketball Association provided computer accessories (Docking Station, Monitor, Keyboard, Mouse, etc.):

- Adjust your monitor position so that it is directly in front of you. If you have dual screens and one is used a lot more than another, then less used monitor should be offset to the side. If they are used an equal amount, you should be sitting directly in the middle of both screens.
- Adjust the height so that the top of your monitor is level with your eyes. This will encourage a natural downward gaze. Adjust the distance so that your monitor is 'fingertip distance' away.

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If you are using a Southern Basketball Association provided laptop:

We recommend you have a separate keyboard and screen, and you can connect OR a laptop screen raiser with a separate keyboard and mouse.

2.5 Using your monitor

Here are some tips for using your screen so that you make best use of your own vision and eye comfort during monitor use.

- The screen should be easy to read with no glare or reflection from external light sources.
- Blinds should be closed if glare and reflection are causing discomfort.
- Adjust brightness/contrast for personal comfort using buttons at the bottom of the monitor.

2.6 Keyboard & Mouse Use

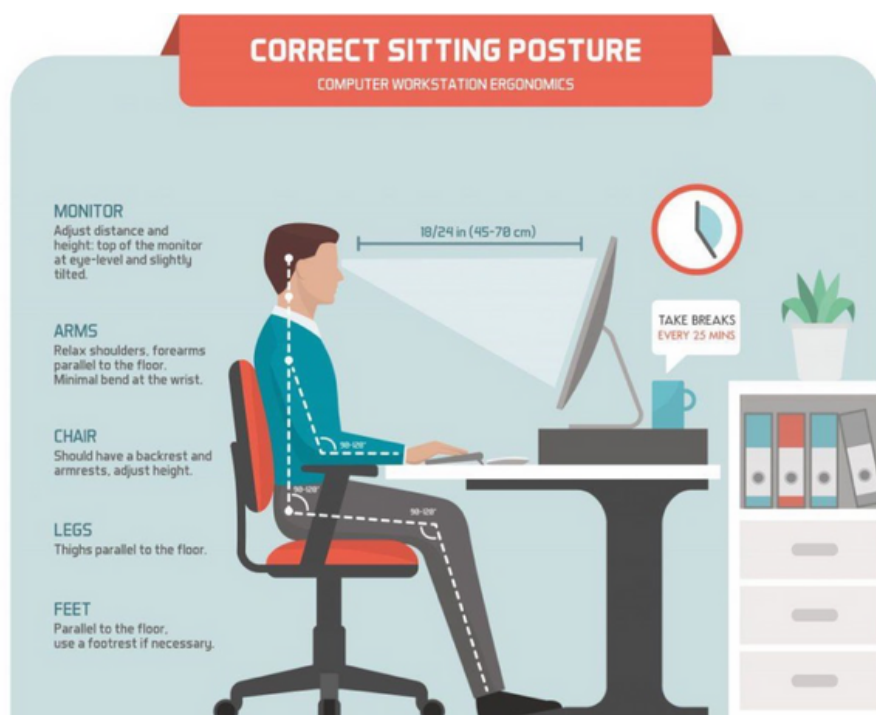
You should be able to reach your mouse and keyboard whilst your elbows remain at your side. This ensures your arms and shoulders are as relaxed as they can be during typing and mousing.

If you cannot reach your mouse and keyboard whilst your elbows remain at your side, you should either move your chair in closer to the desk and surface and/or slide your keyboard and mouse along the desk so they are closer to you.

Your hand posture should be relaxed with straight wrists (not tilted up or dropping down) to use the keyboard. Your keyboard should be flat (little keyboard legs are tucked away).

To move your mouse around, both your shoulder and wrist should be used. This will prevent fatigue of the smaller muscles of the wrist. Relax your hand and fingers on the mouse when clicking.

1.7 Ergonomic Best Practice Diagram



Conclusion

Whilst the Southern Basketball Association provides guidance and supporting accessories, you are responsible for ensuring your home environment is a safe and healthy work environment.