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# Campus & Remote Office Workstation Setup Procedure

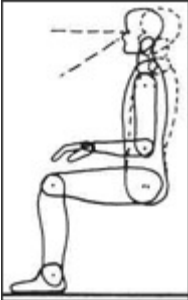

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

A “workstation” means an assembly comprising display screen equipment, which may be provided with a keyboard or input device or software, or a combination of all, where the operator / office worker interfaces with and includes:

- a work chair and work desk or work surface,
- any optional accessories and,
- the immediate work environment of the display screen equipment.

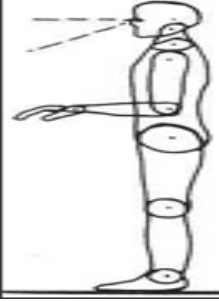
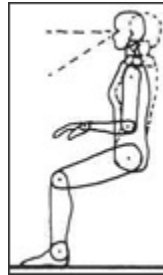

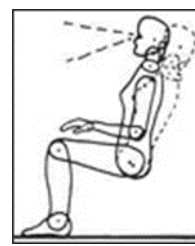


This procedure will help you setup your campus and / or remote office workstation correctly and safely to ensure your comfort. Please also complete the workstation assessment from [here](#). RCSI’s Health & Safety Office will contact you once you submit this form to complete the second part of the assessment.

To understand the best way to set up a workstation, it is helpful to understand the concept of neutral body positioning. This is a comfortable working posture in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system. The following set up tips are important considerations when attempting to maintain neutral body postures.

| Item  | Guidance   | Picture   |
|-------|--|---|
| Chair | <p>You should have a chair that is stable, adjustable in height, allows freedom of movement and provides lower back support.</p> <p><b>Correct neutral positioning:</b> Thighs and hips are supported and generally parallel to the floor.</p> <p><b>Figure 1.</b> Upright sitting posture</p> <p><b>Figure 2.</b> The user's torso and neck are approximately vertical and in-line, the thighs are approximately horizontal, and the lower legs are vertical.</p> |   <p>Figure 1      Figure 2</p> |



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|                           |  |   |   |
|---------------------------|--|---|---|
| <p>Standing</p>           | <p>The user's legs, torso, neck, and head are approximately in-line and vertical with feet slightly apart. The user may also elevate one foot on a rest while in this position. Click <a href="#">this link</a> for extra guidance on height adjustable desks and standing while working.</p>  |                                  |   |
| <p>Declined sitting</p>   | <p>The user's thighs are inclined with the buttocks higher than the knee and the angle between the thighs and the torso is greater than 90 degrees. The torso is vertical or slightly reclined and the legs are vertical. This position should not inhibit the ability to easily reach the keyboard or view the monitor.</p>   |                                 |   |
| <p>Reclined sitting</p>   | <p>The user's torso and neck are straight and recline between 105 and 120 degrees from the thighs.</p>   |                                |  |
| <p>Keyboard and Mouse</p> | <p>Ensure that you have enough room between edge of table and keyboard/mouse to place your arms on the desk while typing. Otherwise use the arm rests on the chair to rest arms while typing and using mouse.</p>  |  <p>Correct      Incorrect</p> |   |
| <p>Table</p>              | <p><b>Campus office</b> – you will be provided with a suitable office chair.<br/> <b>Remote office</b> - any hard surface table will work – kitchen, dining tables, garden table; however try avoid low coffee tables and be careful with ironing boards – not a solution for a sit-stand desk - can be unsteady!<br/> <b>Correct neutral positioning:</b> Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor, resting either on table or arm rests on chair.</p> |   |   |
| <p>Footstool</p>          | <p>While sitting at your office table, can your feet be placed flat on the ground comfortably? If not place a footstool or a box to move your legs up to a more comfortable position. You will notice that</p>   |   |   |



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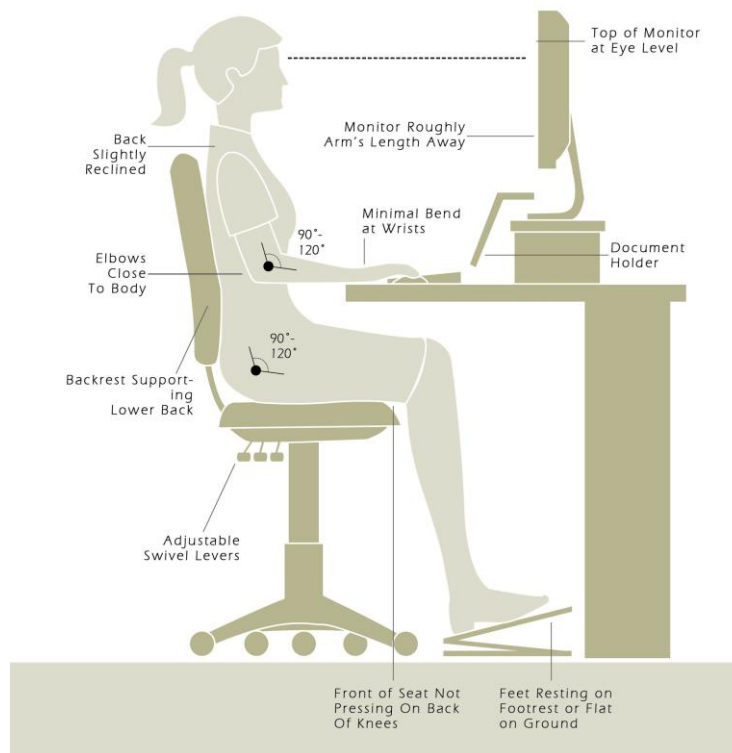
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|                  |  |
|------------------|--|
|                  | <p>you are now sitting into your chair more comfortably!</p> <p><b>Correct neutral positioning:</b> Knees are about the same height as the hips with the feet slightly forward.</p>  |
| Screen           | <p>The screen should be positioned so that your eye level is at the top of the screen. Use a monitor stand / few books or a box to raise it.</p> <p><b>If using a laptop,</b> you can do the same as above if you have similar stands/laptop stand – make sure you have a separate keyboard and mouse.</p>   |
| Documents        | <p>Do you have to read / refer to / copy from documents placed flat on desk? If so, a document holder will help. This will reduce raising your head up and down to read.</p>   |
| Lighting         | <p>Do you have enough light at your work area? Avoid shadows or glares on the screen. Pull down office blinds etc.</p> <p><b>Remote office:</b></p> <ul style="list-style-type: none"><li>• Avoid working under direct glare of lights and natural light behind you</li><li>• Natural light in front of you or next to you is better to avoid glare</li><li>• Lamp shades work well as do floor lamps</li></ul>  |
| Room Temperature | <p>The room temperature for a workplace is between 19°C and 23°C, Excessive heat from the sun shining through windows, skylight or glass partitions must be avoided. Use blinds.</p>   |
| Cabling          | <p>Ensure all the cables attached to lighting and computers are in good condition; not frayed or wires exposed. Stop using if so and contact <a href="mailto:estate@rcsi.ie">estate@rcsi.ie</a></p> <p>The area around your work area should be clear of trailing cables and anything else that can cause slips, trips or falls.</p>   |
| Fire Safety      | <p><b>Campus office</b> – housekeeping is important. Implement clear desk policy. Keep fire doors closed (do not prop open),</p> <p><b>Remote office</b> - is there a working smoke alarm in the place you are working at? If yes, advise to test weekly. If no, advise to install one. If renting, your landlord is obliged to install one.</p> <p>Have you an escape plan in place in the event of a fire? Click <a href="#">here</a> for tips on reducing risk of fire and developing an escape plan.</p> <p>At both office locations, ensure your access and egress points are</p> |



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|         |  |
|---------|--|
|         | kept clear in case you need to leave in the event of an emergency.   |
| Support | <p>The Health &amp; Safety Office is available for any support you need in setting up your workstation. Complete the Workstation Self-Assessment <a href="#">here</a>.</p> <p>The Health and Safety Office will be in touch after you complete your assessment and will organise a time to complete a workstation assessment of your campus and/or remote office.</p> <p>If you have any further queries please contact <a href="mailto:safety@rcsi.ie">safety@rcsi.ie</a></p> |



## Stay Healthy While Working From Home

Here are some tips to help us stay healthy while working from home.

### 1. Getup & Move

Sitting for long periods is not good for us. So it's a good idea to get up once in a while to stretch and move your body.



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- Advise to do this every 30 minutes for a minimum of 60 seconds. You could also stop your work every hour, get up and move for 10-minutes. This can make all the difference
- Find apps, such as **Stand Up! Take a break that** will remind you to take regular breaks or set an alert on your phone
- Use a portion of your lunch break to take a 20-minute walk around your neighbourhood.
- Check out these [deskercise moves](#) also to incorporate into your working day at your desk.

As a remote worker, you have extra time in your day that you don't have to waste commuting into an office. Use that time to exercise and move!

## 2. Leave the House

You might find that when you work from home you never leave your house! If you do this for a long time it can have a negative effect on your mental health. Make a point of leaving your house during the working day.

- Grab a mid-morning coffee in your local coffee shop
- If you have fellow remote working colleagues or friends working nearby, meet for mid-morning coffee once a week
- Work in your local coffee shop or library that has good Wi-Fi
- Go for that walk at lunchtime.

Everyone needs to socialise, and as a remote worker, you may find yourself needing it more than when you were in your campus office.

## 3. Skip the Bold Food!

When you're home alone, no one is there to judge you for eating biscuits for breakfast!! A full fridge can be a disaster for people with little willpower. Here are some tips for eating healthy while working remotely:

- Plan and put together your snacks and lunch (like you would if going into 'the office')
- Keep fruits and nuts etc. close by to grab instead of biscuits and sweets
- Stick to your break/eating times as you would while working in 'the office'.

## 4. Stick to a Schedule

If you have flexible hours you may be inclined to hit that snooze button a few times more than normal while working remotely! To ensure you are prepared and feel



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better throughout the day its best to keep to a schedule. Design out a working hour's schedule that suits you and stick to it.

## 5. Set up a Healthy Work Area

Take a look at your working space at home. Is the room dark, area cluttered, too warm? This environment may be making you drowsy and sleepy.

- Open curtain / raise blinds to let in natural light
- Open window to let in some fresh air
- Have a clean desk policy
- Add some house plants. House plants provide cleaner air and boosts your mood.

## 6. Get Showered & Dressed

When working from home you can wear whatever you want. It may be enticing to stay in pj's all day; however this can have negative effects to you mental health and wellbeing. Wearing these type of clothes all day can impede productivity, you're likely to make poorer food choices or forget to get up and move around.

Getting showered and dressed for the day make you want to get up and move and be productive. So instead of staying in pj's why not wear your workout clothes - this may entice you to do that lunchtime walk!

## Resources

Please complete the workstation assessment [here](#).

| Resource   | Contact   |
|--|---|
| Remote workstation furniture and additional campus workstation furniture                                       | Complete the workstation assessment above.  |
| Remote workstation IT equipment i.e. monitor, keyboard & mouse   | As above.   |
| Campus & Remote workstation accessories i.e. footstool, document holder, wrist supports                        | Your Dept has an account with <a href="https://b2b.bbanner.co.uk/">https://b2b.bbanner.co.uk/</a> where these accessories can be ordered from.  |
| Campus & remote workstation IT accessories i.e. telecommunication accessories e.g. headsets and other devices. | Your Dept has an account with <a href="https://www.esource.ie/">https://www.esource.ie/</a> where you can find these accessories. Otherwise log a request with IT procurement <a href="#">here</a> . Any queries contact <a href="mailto:safety@rcsi.ie">safety@rcsi.ie</a> |