

Standing Desk Guidelines

Please follow the steps below before requesting a standing desk.

1. Ensure your workstation set up is correct, please see the below:

- [Setting up your workspace](#)
- [Desk-fit: Tips for working from your home workstation](#)

2. Schedule in micro breaks and stretching - sitting no more than 30 minutes at a time.

- [Desk-fit: Back, Neck & shoulder stretches](#)

3. Workstation set up - book in an initial assessment by contacting Wellbeing & Safety:

- safety@unitec.ac.nz

Items we will discuss:

- Have you discussed your pain with your GP or medical professional?
- Screen height – too high or too low?
- Chair height – too high too low?
- Desk height – too high too low (blocks under desk legs to increase height).
- Wellbeing & Safety can arrange a workstation assessment with our Occupational Health Nurse, if required.
- If a standing desk is required, it will be recommended as part of this process.

4. Standing desk availability - with flexible working, a shared approach across the team is recommended. Desks should be available for your team to share and use as hot desks as and when required.

5. Cost – purchasing a standing desk requires the above process to be followed and managers approval before a purchase can be made. The cost will be charged to your school or department. This desk will then remain in your area for team use.