

# Safety Alert – safe operation of height adjustable desk

Number 20-07

## BACKGROUND

---

### Adjusting a sit/stand desk:



There has been a report of a sit/stand, height adjustable desk being lowered using the preset settings, the anti-collision mechanism failed to stop the desk when it hit the back of a chair which had been left under the desk. This caused the computer equipment and other items on the top of the desk to be knocked over or off the desk, resulting in a near miss incident, where thankfully no one was injured.

## ACTION

---

### Mitigating the risk:

When adjusting your desk from the standing to the sitting position:

- ❖ Don't use the preset settings – use the up and down arrows to manually adjust your desk.
- ❖ Ensure there isn't anything under the desk that may obstruct its movement.



### Report incidents:

Report all incidents, near misses or hazards via the online [incident reporting system, AIMS](#), or by contacting the Health & Safety Team directly at [Usafe@newcastle.edu.au](mailto:Usafe@newcastle.edu.au) or extension 39999 (#4).

