Definitions

**Primary monitors** – monitors requiring viewing for a significant proportion of the working day and requiring extended periods of sustained viewing.

**Secondary monitors** – monitors requiring viewing for a limited proportion of the day (<20% of overall viewing) and not requiring periods of sustained viewing (<5 minutes).

**Tertiary monitors** – monitors requiring viewing for only very short periods (<5% of overall monitoring viewing) and only requiring very short periods of sustained viewing (<30 seconds).

Two Monitors

**General recommendations**

- Monitors should be positioned so that the top of the screen is at eye level (this is likely to require elevating the monitor about desk level).
- If different size monitors are used the centre of each screen should be positioned at the same height.
- Monitors should be positioned so that both monitors are at arm’s length distance.
- Monitors should be positioned so that a slight arc is formed with the monitors to ensure the ‘arm’s length’ distance is present across the span of monitors.
- Any gap should be minimised between monitors.
- Each screen should be tilted up slightly (approx. 15°).
- User should ensure that comparable levels of brightness, contrast and font size exist with each monitor.
• The use is centrally positioned between both monitors with body, chair and keyboard.
• That workload is spread evenly across both monitors.
• That the user continues to follow all other ‘work setup checklist’ guides.

Specific recommendations
• That is one monitor is used for a sustained period the user should temporarily position themselves (body/chair/keyboard) directly in front of that monitor.

Not acceptable use of two monitors
• Use of a laptop monitor at desk level.
• Use of laptop monitor at desk level with desktop screen at an elevated level.
• Positioning of monitors which do not conform to guides above.

Three Monitors

General recommendations
• Monitors should be positioned so that the top of each screen is at eye level (this is likely to require elevating the monitor above desk level).
• If different size monitors are used the centre of each screen should be positioned at the same height.
• It is preferable to have larger screens to the centre of any configuration (see specific recommendations in regards to primary/secondary/tertiary monitors below).
• Monitors should be positioned so that each monitor is at arm’s length distance.
• Monitors should be positioned so that a slight arc is formed with the monitors to ensure the ‘arm’s length’ distance is present across the span of monitors.
• Any gap should be minimised between monitors.
• Each screen should be tilted up slightly, approximately 15°.
• User should ensure that comparable levels of brightness, contrast and font size exist with each monitor.
• The user is centrally positioned between both monitors with body, chair and keyboard.
• That commonly viewed workload is spread evenly across central monitors.
• That the user continues to follow all other ‘work setup checklist’ guides.
Specific recommendations for different configurations

- **2 primary / 1 secondary or tertiary**
  - User is positioned between the two primary monitors.
  - Programs / documents associated with secondary / tertiary monitor should be located on primary (central) monitor closest to secondary / tertiary monitor.
  - If central primary and secondary / tertiary monitors are used for an extended period the user should temporarily position themselves (body / chair / keyboard) directly in front of both of these monitors.

- **3 primary / 1 secondary or tertiary**
  - User is positioned between the three primary monitors.
  - Predominantly used programs / documents should be located in central primary monitors.
  - Programs / documents associated with use of secondary / tertiary monitor should be located on primary monitor adjacent to secondary / tertiary monitor.
  - If the primary and adjacent secondary / tertiary monitors are used for an extended period the user should temporarily position themselves (body / chair / keyboard) directly in front of both monitors.

- **2 primary / 2 secondary or tertiary**
  - Primary monitors should be positioned in the centre of monitor bank and secondary / tertiary monitors to the outside.
  - Predominantly used programs / documents should be located in central primary monitors.
  - Programs / documents associated with use of secondary / tertiary monitor should be located on primary monitor adjacent to secondary / tertiary monitor.
  - User is positioned between the two primary monitors.
  - If central primary and secondary / tertiary monitors are used for an extended period the user should temporarily position themselves (body / chair / keyboard) directly in front of both monitors.

**References**
Committee SF-038, *Screen-based workstations – Workstation furniture (AS 3590.2 – 1990)*, Standards Australia, NSW
Fraser, K 2009, *Computer Workstations: Design and Adjustment*, The University of Queensland: OH&S Unit, Brisbane
Workplace Physiotherapy 2010, *Workplace Assessment: University of Newcastle*, Broadmeadow, NSW

Approved: Associate Director, Health and Safety
1 March 2010