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PROPER ERGONOMIC WORKSTATION SET-UP

CHAIR:

- Thigh parallel to the floor: If your thigh is not parallel to the floor, raise or lower your chair or add/remove footrest.
- Feet on floor: If your feet do not fully rest on the floor, raise or lower your chair or add/remove footrest. Also, limit shoe heel height.
- Adequate back support: If it is not adequate, contact your supervisor to review.
- Shoulders relaxed and level: If your shoulders are not relaxed, adjust armrest, raise/lower chair, raise/lower workstation, or raise/lower keyboard.
- Elbows at 90 degrees: If not, adjust/eliminate armrest, raise/lower chair, raise/lower workstation, or raise/lower keyboard.

DESK:

- Desk height is equal to seated elbow height: To fix this problem, raise or lower your chair.
- Adequate space: Try to remove clutter under desk, arrange space to minimize body twisting.
- Minimal reaching above shoulder: Try to stand to reach overhead binders, and place frequently used binders on desk.
- Minimal reaching below shoulder: Arrange your cabinet/pedestal for easy reach, and remove clutter from under your desk.

KEYBOARD:

- Relaxed arm positioning during keyboarding: raise/ lower keyboard and/or chair if needed.
- Wrists in neutral flexion/extension: Check you chair height, keyboard height and tilt, and/or obtain a wrist support.
- Neutral wrist deviation: Review your typing skills, or try a split keyboard.
- Relaxed fingers: Relaxation exercises and stretches.
- Upper torso slouching: Adjust the keyboard height, move closer to keyboard, adjust chair height, and focus on having better posture.

MOUSE:

- Easy reach: Orient mouse closer to your keyboard, or move closer to your work surface.
- Wrist in neutral flexion extension: Adjust mouse height, or use mouse wrist pad.

MONITOR AND DOCUMENT:

- Head in neutral posture: Raise/lower screen, or try computer specific glass.
- Eyes looking forward: Orient the screen in front of you. Also, orient the document in front or beside the monitor, and check the document position for your dominant eye.
- Monitor: It should be at arms length.
- Upper torso should be relaxed against chair back: If not move monitor closer and adjust sitting posture.
- Glare minimized: You could tilt the monitor down slightly, adjust monitor brightness, close blinds, adjust lighting, or use an anti-glare screen.

TELEPHONE:

- Neck/head centered: Try and keep your head in a neutral position. Try using a headset.
- Easy reach: Place the phone closer to you.

JOB VARIETY!!!

- **VISUAL REST EVERY 30 MINUTES**: Look away from the screen every 30 minutes and focus on a distant object
- **REGULAR STRETCH BREAKS**: Move your back neck and shoulders as frequently as possible
- **ALTERNATE TASK SCHEDULE**: alternate tasks within a job to minimize repetition

References:

1. “Office Ergonomics Safety Guide, 4th Edition” by CCOHS, 2001
2. http://www.region.halton.on.ca/health/programs/hearthealth/hearthealth_PDFs/physical_activity?Exercises_at_your_desk.pdf