

WORKSTATION ERGONOMICS TIP SHEET

CHAIR

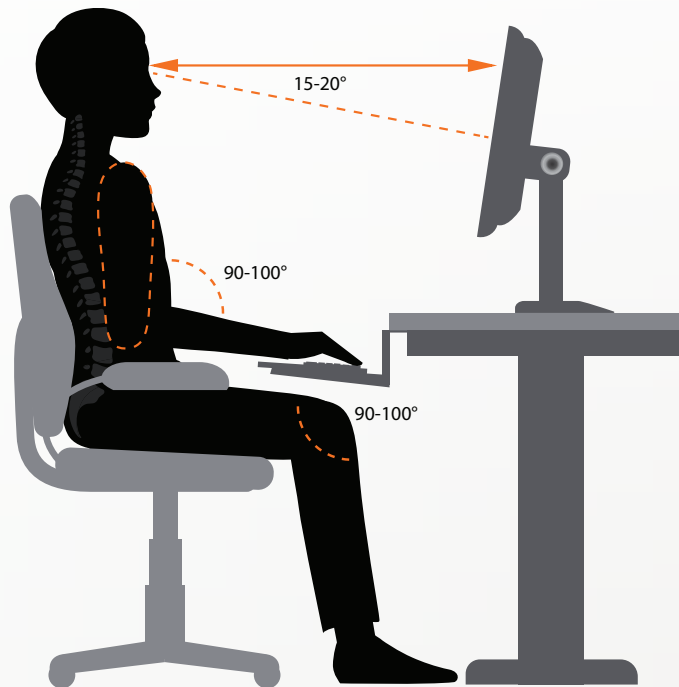
Important angles: Hips and knees should be slightly more open than 90 degrees.

- ✓ **Seat pan size:** Edge of seat should extend about 1 inch beyond your legs but not closer than 1 inch to the back of your knees.
- ✓ **Chair height:** Feet well supported by the floor.
- ✓ **Seat pan angle:** If adjustable, slope so thighs point slight downward. Otherwise thighs should be horizontal.
- ✓ **Lumbar support:** Sit back in the chair and adjust lumbar support to the height of the natural curve of your lower back.
- ✓ **Upper body posture:** Head upright and in line with spine, shoulders pulled back not rounded.
- ✓ **Armrests:** Adjust armrests down and away when typing.

KEYBOARD & MOUSE

Important angles: Upper arms should be relaxed and vertical from shoulders to elbows. Elbows should be slightly more open than 90 degrees. Wrists should be flat and straight (neutral in both planes).

- ✓ Fold up the "feet" on the back of your keyboard.
- ✓ If using a keyboard tray, adjust the tilt so the far edge is slightly lower than the front edge.
- ✓ Height of the keyboard should allow an elbow angle of slightly more than 90 degrees. With a negative tilt keyboard position this allows your wrists to be neutral. Wrists should only lightly or not even touch the surface.
- ✓ Place the mouse near and at the same height as the keyboard. Left hand mouse use or use of a mouse bridge over the 10-key pad decreases reach distance.



ACCESSORIES

- ✓ **Document holders:** Place documents referred to regularly while typing in a document holder immediately to the side of the monitor, or directly below to limit repetitive eye and head movement.
- ✓ **Phones:** Use a headset for extended or frequent phone use. Don't hold the receiver with your shoulder.

MONITOR & DOCUMENTS

Important points: Monitor height and distance, document position, and light sources.

- ✓ Position the monitor directly in front of you at about arm's length. Adjust the top of the screen to about 2 inches above eye height.
- ✓ To prevent glare and eye strain, position screen perpendicular to windows. Alternatively use window shades to diffuse direct sunlight.
- ✓ If you find yourself frequently leaning forward, try increasing the font size or consider whether a new eyeglass prescription is needed.
- ✓ Multiple monitors:
 - If you use one monitor 80% of the time and the other is for reference, then place your main monitor directly in front of you and the secondary one immediately next to it.
 - If you use the monitors equally, then place the monitors immediately adjacent to each other with the split directly in front of you.

BREAKS

- ✓ Stand up at least every 20 minutes. Standing when the phone rings works well for some.
- ✓ Move! For a few minutes, walk up a flight of stairs, down the hall, to get a drink, etc. at least once an hour.

LAPTOPS

- ✓ Laptops are inherently ergo-unfriendly. The best way to mitigate their negative effects is to connect a keyboard and monitor, and position these as described in this document.