

Setting up Your Workstation

Goals

- Feet must be supported on floor or footrest.
- Low back supported against the backrest in a slightly reclined posture. Let gravity keep you there.
- Sit in close to avoid reaching or slouching.
- Position all material (i.e. keyboard, mouse, phone, documents, adding machine) close so you don't have to lean or reach to them.
- Aim to have keyboard and mouse positioned at relaxed elbow height.
- Top of monitor at eye level and close enough you don't hunch to see it.

1. Feet Well Supported

- Sit in your chair and adjust the seat height so that your feet are firmly on the ground without undue pressure for your thighs against the chair seat pan.
- Your thighs should have a slight downward slope.

2. Backrest Position

- Adjust the backrest height so the lumbar support is across the small of your back (waistline) and helps you sit up tall.
- Adjust the backrest tilt to support you in an upright and slightly reclined position – let gravity hold you in place.

8. Documents in Line

- Position frequently referenced documents on an angled document holder or an empty binder between your monitor and keyboard.

7. Monitor

- Adjust your monitor(s) so that the top of the screen is at (or slightly below) eye level.
- Position the monitors so you do not have to twist to view them.
- Recommended monitor distance is 16" to 24", or closer if you're squinting to see it.

6. Arms Relaxed at Your Sides

- Sit close enough and position your work so that you can reach it with arms at your sides.
- Avoid reaching to the side to use the mouse.
- Make sure armrests are not in the way.

3. Armrests

- If your chair has armrests, set them to support your forearms when you are sitting with shoulders relaxed and elbows bent.
- If armrests push your shoulders up, stop you from sitting close or are in the way, have them removed.

4. Sit in Close

- Keep your hips and back against the backrest.
- Slide your chair in as close as you can to your workstation to reduce hunching or reaching
- Bring your keyboard and mouse close.

5. Keyboard and Mouse

- With a keyboard tray, position your keyboard and mouse at your elbow height to keep good wrist and arm position.
- With keyboard and mouse up on desktop, you may need to raise your chair and use a footrest to support your feet.
- Either way, have keyboard and mouse at elbow height.

