

CHAIR SELECTION AND SETUP

Selecting the right ergonomic chair for your workstation will help you work comfortably – and reduce back and neck strain and injury. Ideally, your chair should include:

- Vertical adjustments on a five-point base.
- Proper body positioning adjustments so that knees can be at or below hip level with feet resting flat on the floor or on a footrest.
- An adjustable lumbar (low back) support with a backrest that provides adequate support.
- A seat pan with adequate width and depth for a good fit.
- A seat pan with forward and backward adjustability.
- A seat pan with a rounded front that does not pressure the back of your knees and legs.
- A cushion providing sufficient comfort.
- Armrests (if any) that support your forearms but do not interfere with the swivel or movement of your chair.



MONITOR SETUP

Setting up your monitor(s) properly will help you eliminate uncomfortable twisting of your head or neck.

- Locate the monitor directly in front of you.
- Line up the top of the monitor at or slightly below eye level (0 – 30 degrees). If you wear bifocals or trifocals, the monitor may need to be positioned lower so that you do not have to tilt your head up to view the screen.
- Place the monitor at approximately an arm's length away from you. You should be able to read the screen without bending your head, neck or trunk forward or backward.
- Position the screen to eliminate glare – glare can cause you to assume an awkward posture to read the screen, and cause eye strain.
- Place monitor at a right angle or away from windows and task lights to avoid glare and bright light directly behind the screen. If at a window, have the back of the monitor facing the window not the screen; add curtain or shade to window if needed.

INCORRECT



CORRECT



DUAL MONITOR SETUP



- Determine the amount of time you use each monitor.
- If both monitors are used an equal amount of time, set the monitors next to each other. Where the monitors meet should be directly in front of you. Angle them in a slight “V” shape.
- If you are using one monitor as primary, position it directly in front of you and place the secondary monitor to the right or the left at about a 30-degree angle to the primary monitor.
- Use monitors that are the same size and height.

KEYBOARD AND MOUSE SETUP

Positioning your keyboard and mouse correctly will help you reduce wrist and shoulder pain.

- Position the mouse and keyboard in front of you. If the keyboard and mouse are positioned to the side, you will twist your body to use them - putting a strain on your torso and shoulders.
- Position the mouse and keyboard around elbow height. With the mouse and keyboard at the same height as your elbows and forearms, the shoulders can fall relaxed by your side.
- Place mouse and keyboard on the same level surface and so you don't need to stretch to use them. Position the keyboard about 2 inches from the front edge of the desk and mouse roughly in line with the keyboard, leaving enough room to support your wrists.
- Allow for a neutral wrist position when positioning the keyboard, so your hands are in a straight line with forearms (not bent up, down or sideways).
- Rest your hands and wrists when not typing. You should be relaxed. Hovering over the keyboard when not typing will put unnecessary strain on your arms and shoulders.
- Ensure that the surface your arms and wrists rest on is free of sharp or hard edges. Using a wrist rest / pad for your keyboard and mouse will help support your wrists.



CORRECT

