

## Setting up your Office Workstation

Posted in: Office Ergonomics, Home Office

### Goals:

- Feet must be supported.
- Low back support encourages good upper back, shoulder and neck posture.
- Sit in close to avoid reaching or slouching.
  
- Position all material (i.e. keyboard, mouse, phone, documents, adding machine) to encourage relaxed, upright sitting with arms at your sides.
- Sit against the backrest, with slight recline, and let gravity hold you into the chair.

### Steps to Reach the Goal:

#### 1. Feet on the Floor, Chair Backrest Upright

- 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.

#### 2. Seat Pan Depth

- If possible, slide the seat pan in or out to match the length of your thighs.
- Ensure a gap of 2 to 4 fingers from the edge of the seat to the back of your calf.

#### 3. Backrest Position

- Adjust the backrest height so the low back (lumbar) support helps you sit tall.
- Adjust the backrest tilt to support you in an upright and slightly reclined (50) position – shoulders just behind hips.

#### 4. Sit in Close

- Move your hips and back against the backrest.
- Slide your chair in as close as you can to your workstation.
- Bring your keyboard and mouse close.

#### 5. Keyboard and Mouse

- With a keyboard tray or adjustable height desk, position your keyboard and mouse at your elbow height to keep good wrist and arm position.
- With keyboard and mouse up on the desktop, you may need to raise your chair and place a footrest under your feet to maintain a proper base of support.



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- If desired, adjust your armrest to support your arms in a relaxed position.
  - Ensure armrests don't restrict reach to the keyboard or mouse.

#### 7. Monitor(s)

- 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 29" (your arm's length). Move your monitor(s) closer if you ever find yourself leaning in to view your work.

#### 8. Documents in Line

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