

How to Adjust Your Workstation

Chair

- Push your hips as far back as they can go in the chair
- Adjust the seat height so that your feet are flat on the floor and your knees equal to, or slightly lower than your hips (90°)
- Adjust the back of the chair to a 100°-110° reclined angle. Make sure your upper and lower back are supported.
- Adjust the armrests so that your forearms rest comfortably and shoulders are in relaxed position

Keyboard

- Pull up close to your keyboard
- Position the keyboard directly in front of your body
- Determine what section of the keyboard you use most frequently, and readjust the keyboard so that section is centered with your body
- Adjust the keyboard height so that your shoulders are relaxed, your elbows are in a slightly open position, and your wrists and hands are straight
- The tilt in your keyboard is dependent upon your sitting position. Use the keyboard tray, or keyboard feet, to adjust the tilt.
- Wrist rests can help to maintain neutral postures and pad hard surfaces. However, the wrist rest should only be used to rest the palms of the hands between key strokes. Resting on the wrist rest while typing is not recommended. Avoid using excessively wide wrist rests, or wrist rests that are higher than the space bar of your keyboard.
- Place the mouse as close as possible to the keyboard. Place it on a slightly inclined surface (keyboard tray).

If you do not have a fully adjustable keyboard tray, please adjust your workstation height, or the height of your chair to accommodate.

Screen, Document, and Telephone

Incorrect positioning of the screen and documents can result in awkward postures. Adjust the screen and documents so that your neck is in a neutral, relaxed position.

- Centre the screen directly in front of you, above your keyboard
- Position the top of the screen approximately 2-3" above seated eye level.
- Sit at least an arm's length away from the screen.
- Position source document directly in front of you, between the screen and the keyboard. If there is insufficient space, place documents on a document holder positioned adjacent to the screen.
- Place your telephone within easy reach. Telephone stands or arms can help.
- Use headsets to eliminate cradling the handset.

Pauses and Break

- Take a short 1-2 minute stretch break every 20-30 minutes. After each hour of work, take a break or change tasks for at least 5-10 minutes. Always try to get away from your computer during your lunch breaks.
- Avoid eye fatigue by resting and refocusing eyes periodically. Look away from the monitor and focus on something in the distance.
- Rest your eyes by covering with your palms for 10-15 seconds.
- Use correct posture when working. Keep moving as much as possible.

How to Adjust Your Chair

Chair Height

- Sit in your chair. Make sure your hips are pushed all the way to the back of the chair to gain support of the backrest
- Adjust chair height so that your feet are flat on the floor, with thighs parallel to the floor and knees positioned at the same level as hips 90 degrees (or slightly below)

Back Rest Height – Lumbar Support

- The lower section of the backrest is where the lumbar support is located (exaggerated forward curve in the chair)
- Raise or lower the backrest so it is supporting the natural inward (lumbar) curve of the spine (roughly at the beltline)

Back Rest Angle

- Sitting upright, lift the lever and lean back or forward to adjust the back rest
- Adjust the back rest angle (between 95° and 110°) so that you feel the back rest supporting you without feeling like you are being pushed forward or having to lean far back into the chair to gain support of the back rest
- This will help relax the muscles in your back

Seat Angle

- Having the seat parallel to the ground is often comfortable for the majority of users – however some find it comfortable to have the seat pan tilt forward slightly to alleviate hip discomfort

Arm Rests

- Adjust arm rests so that your forearms rest comfortably with your shoulders in a relaxed position – this will alleviate pressure from shoulders/neck
- Users may have to adjust their armrests as they perform different tasks

How to Sit at Your Workstation

Wrists: Keep the wrists in a straight position. Do not bend them up, down, or from side to side. Do not rest them on wrist rest while typing; these are used only when taking breaks.

Elbows: Keep elbows bent at about 90° (right angle), keep them close to your body, and supported if possible.

Shoulders: Relaxed (not slouched or raised).

Neck: Facing forward and not looking up, down, or to either side.

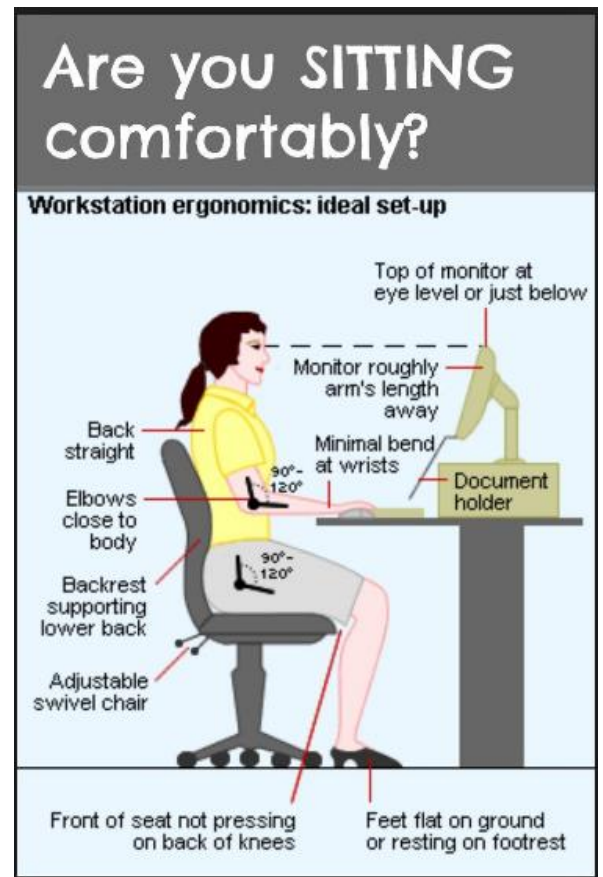
Eyes: Level with the top of the computer monitor or just above the top of the computer monitor.

Hips: Bent at 90° with your thighs parallel to the floor.

Low Back: Supported by the lumbar support on your backrest to maintain a natural curve.

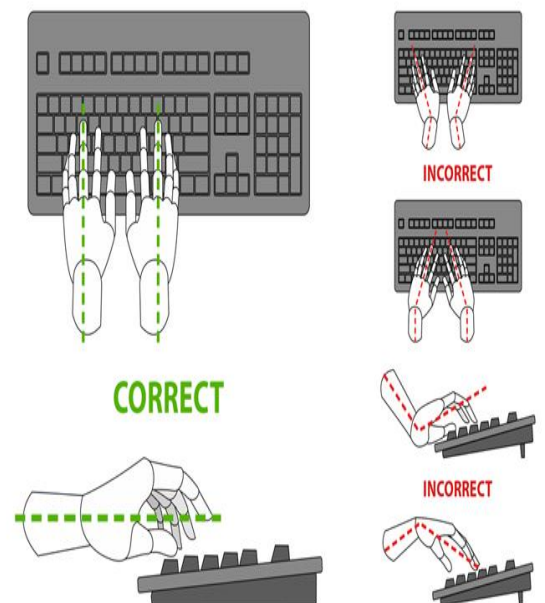
Knees: Bent at approximately 90° with enough space between the back of your knees and the chair to place your fist.

Feet: Resting flat on the floor or supporting by a footrest.



Keyboard Tray and Mouse Position

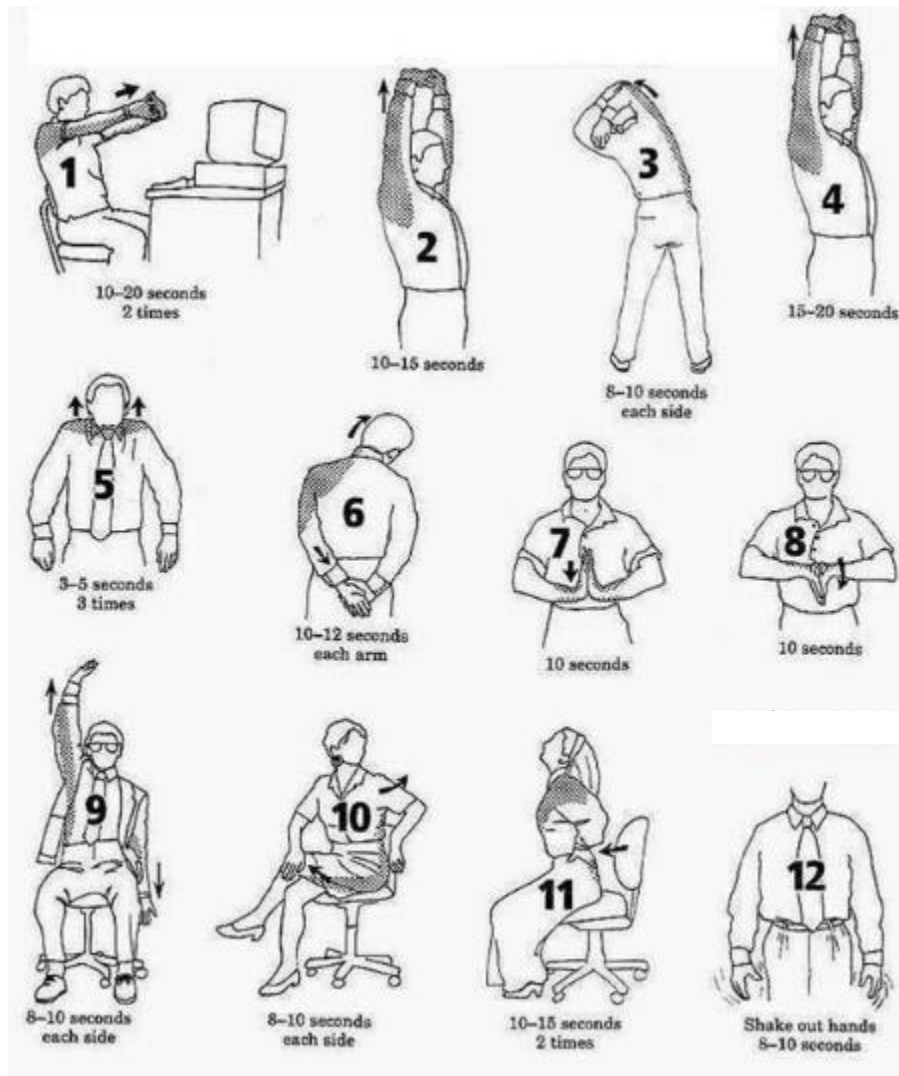
- Keyboard tray height should allow the user's shoulders to be relaxed with their elbows close to the body and positioned at 90°
- Keyboard tray tilt should allow the user's wrists and forearms to be straight while typing. The tray should be positioned parallel to the ground or tilted slightly down toward the desk
- Mouse should be positioned in a way that allows the user's wrist and forearms to remain straight, and their shoulders relaxed
- Ensure that the mouse is on the same surface as the keyboard, or as close as possible



Office Stretches

Take a few minutes to do these stretches and your whole body will feel better.

Remember - stretch Slower, hold each stretch for 15 – 30 seconds, and stop if you feel pain.



If you are still concerned about the ergonomics of your workstation after completing a self-assessment and [Ergonomic Assessment Request Form](#), please contact Human Resources x5572.