Ergonomics: Workstation Setup

Chair Setup:
Feet flat on floor; Knees at 90° or a little more.   If chair is adjustable, customize to your liking.
Common adjustments; Seat pan slide forward/backward (set so when sitting upright, seat
doesn't touch back of knee) ; arm rests (up/down, some slide or rotate inward); tilt tension (big
knob in front of piston under chair); Lumbar support (many chair backs extend up and down or
with fabric chairs the lumbar portion slides up/down and can apply more or less pressure.

Review Keyboard/desktop height:
When typing wrists should be elevated, not resting on edge of desk or wrist rest. Rest wrist is
intended for placing wrists when not actively typing. If working at fixed desk height, chair may
need to be adjusted higher for short people. Add foot rest as needed. Some workstations have
adjustable heights.

Monitor:
Top of monitor should be same height as eyes. Distance: Monitor should be approximately 20"-
40" from your face. (You should not be able to place arm straight out and touch your screen
with a desktop style computer). Individuals with bifocals typically want the monitor much lower
to avoid tipping the head back.

Keyboard Location:
The B key should be squarely centered on the front of the monitor and belly button.

Mouse:
Increase tracking speed to 3/4 or more. (start, settings, control panel, mouse, pointer options)
limits required travel for moving mouse.

 Most Common issues:

- ➢ Position of computer/monitor on desk – Many people are not perpendicular to their
  monitor which puts body in unnatural position.
- ➢ Monitor too high. Causes person to look up resulting in added tension in the neck and
  upper shoulders.
- ➢ Chair – Arm rests too high results in shoulder tension. Feet don't reach floor which
  applies added pressure to the back of the leg.
- ➢ Keyboard – not centered on screen puts body at unnatural position. Little feet down on
  keyboard tips keyboard at angle resulting in wrists not straight – leads to tightness and
  fatigue of forearms.
- ➢ Not sitting close enough to keyboard. Arms should be at your side and elbows at 90°
  when typing. Many people reach; with elbows in front of body which increases shoulder
  tension.

There is free software www.workrave.org download. This may help if having issues. It reminds
you to take a break and offers different stretches/information etc. to improve your situation.

If you are having issues contact Matt Jeanquart, Safety Director for an assessment. x 6608