

4 steps to setup your workstation

Whether you are a new employee or at a new workstation there are 4 ergonomic points to keep in mind. Follow these 4 easy steps to help set up your computer workstation.

Step 1: Chair



- Push your hips as far back as they can go in the chair.
- Adjust the seat height so your feet are flat on the floor and your knees are equal to, or slightly lower than, your hips. Remember to use a footrest if your feet dangle.
- Adjust the back of the chair to a 100°-110° reclined angle. Make sure your upper and lower back are supported. Use inflatable cushions or small pillows if necessary. If you have an active back mechanism on your chair, use it to make frequent position changes.
- Adjust the armrests so that your shoulders are relaxed. If your armrests are in the way, remove them.

Step 2: Mouse & Keyboard



- Pull up close to your keyboard.
- Position the keyboard directly in front of your body.
- Determine what section of the board 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 (100° to 110°), and your wrists and hands are straight.
- Place the mouse as close as possible to the keyboard.



Step 3: Monitor, Documents and Telephone

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

- Center the monitor directly in front of you above your keyboard.
- Position the top of the monitor approximately 2-3" above seated eye level. (If you wear bifocals, lower the monitor to a comfortable reading level.)
- Sit at least an arm's length away from the screen and then adjust the distance for your vision.
- Reduce glare by careful positioning of the screen.
- Adjust curtains or blinds as needed
- If you work off of source documents, position source documents directly in front of you, between the monitor and the keyboard, using an in-line copy stand. If there is insufficient space, place source documents on a document holder positioned adjacent to the monitor.
- Place your telephone within easy reach.
- Use a headset or speaker phone to eliminate cradling the handset.



Step 4: Pauses and Breaks

Once you have correctly set up your computer workstation use good work habits. No matter how perfect the environment, prolonged, static postures will inhibit blood circulation and take a toll on your body.

- Take short 1-2 minute stretch breaks every hour to an hour and a half. Follow attached recommended exercises.
- Always try to get away from your computer during lunch breaks.
- Avoid eye fatigue by resting and refocusing your eyes periodically. Look away from the monitor and focus on something in the distance.
- Rest your eyes by covering them with your palms for 10-15 seconds.
- Use correct posture when working. Keep moving as much as possible.