

General Ergonomic Set Up for the Office Employee

Setting up your workstation appropriately can be the most effective way of minimizing the ergonomic risks of office work. It's critical to always adjust for your FEET, BACK, HANDS & HEAD. You can dramatically reduce your risk of injury if you can maintain neutral postures in all four areas. Some of these guidelines require adjustable furniture. If you cannot adjust your workstation, raise your chair to align your resting elbow height with your desk surface.

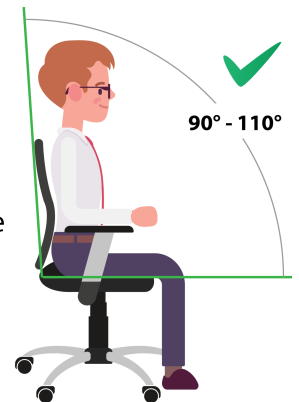
FEET

- Keep both feet fully supported by a footrest if they don't rest comfortably on the floor.
- Keep the hips and knees at the same height so the thighs are parallel with the floor. Avoid sitting so low that the knees are positioned higher than the hips.



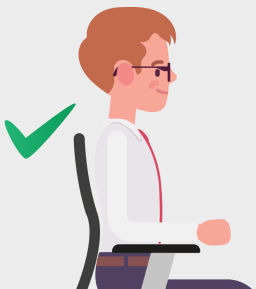
BACK

- Ensure your chair is adjusted to fully support your back with the backrest.
- Adjust the depth of the seat pan until there is only 2-3 finger-widths behind the back of the knee and the edge of the seat pan. when your hips are all the way back in the chair.
- Adjust the lumbar support to fit into the small of your back.
- Set the angle of the backrest so the hip is in an angle of 90-110 degrees.



HANDS

- Shoulders should remain relaxed with the elbows bent at 90 degrees (armrests support the elbows in the 90 degree bend).
- The input devices should be at the same height as the elbows so the forearms are parallel to the floor and the wrists are straight.
- Ensure the input device surface is parallel to the floor to achieve a straight wrist posture.
- Keep the keyboard and mouse directly beside each other to avoid excessive reaching.

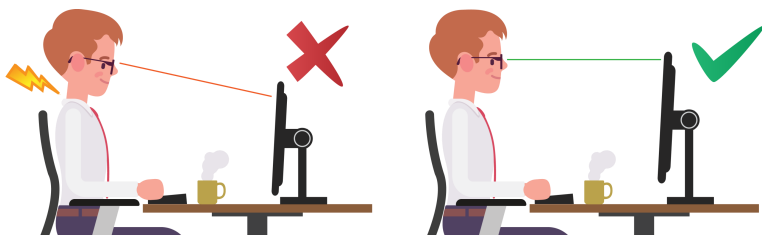


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HEAD

- Set the monitor to a height that allows the neck to remain upright while comfortably viewing the screen.
- Place the monitor and documents to minimize neck twisting.
- When using dual monitors, keep them greater than an arm's length away from you to reduce neck twisting.
- Bifocal considerations: position screens well below your eye level to improve viewing angles and promote straight neck postures.

MONITOR



DOCUMENTS



BIFOCALS

