

# Setting up an ergonomic workstation

There are many ways to protect yourself from strain and pain at your desk. These tips recommend standard adjustments you can do yourself to improve the ergonomics of a typical office workstation.

## Chair

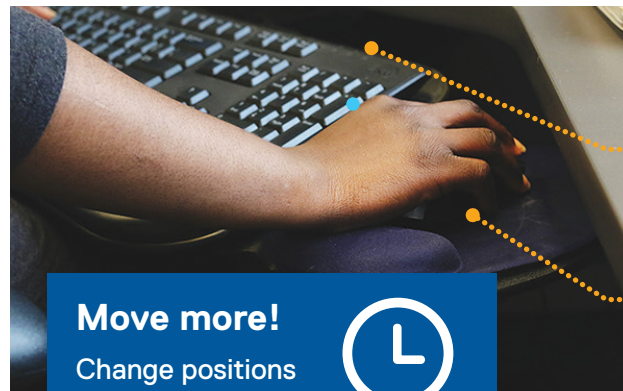
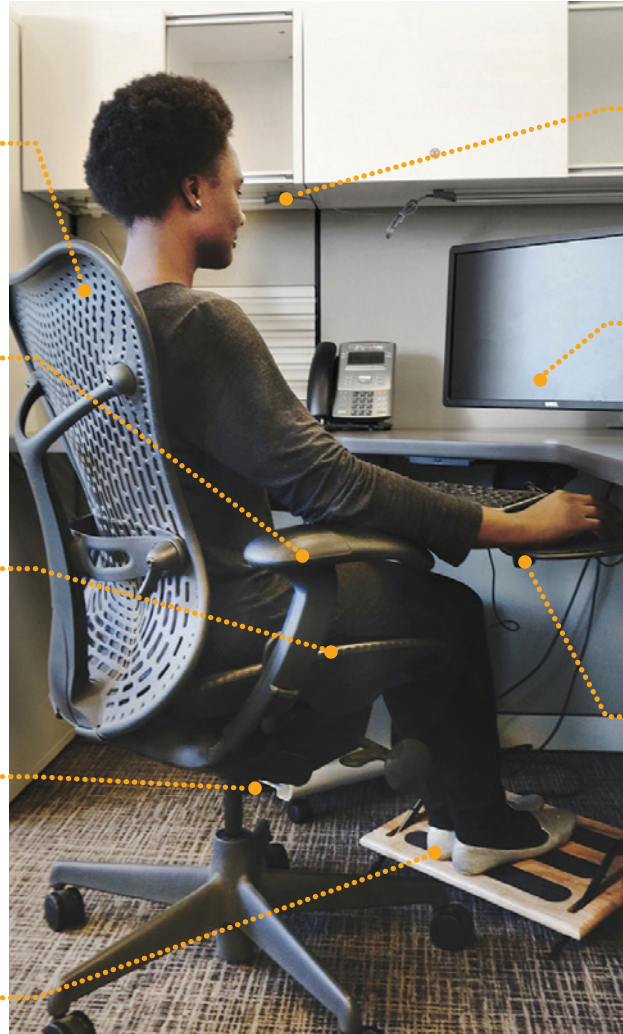
**Backrest:** Lock the backrest in an upright position. Adjust the lumbar support to just above the belt line, in the small of your back.

**Armrests:** Adjust armrests to a height that allows your upper arms to be parallel to your upper body.

**Seat depth:** With feet flat on the floor and heels forming a firm contact, check that the clearance between the back of your knee and the front of the seat fits a clenched fist.

**Seat height:** When sitting, heels should have firm contact with the ground and knees should be hip-level and bent to 90 degrees.

**Footrest:** If the chair has been raised to accommodate proper use of the keyboard and mouse, your feet may be left not touching the ground. If this is the case, make use of a footrest to provide support under your feet.



## Monitor

**Distance and height:** Position the monitor so the top of the screen is at eye-level and arm's length (approximately 16 to 29 inches) from where you sit.

**Lighting and glare:** Use dark characters on a light background for optimal contrast. Prioritize proper posture when adapting to lighting or glare, and use antiglare screens if necessary.

## Keyboard and mouse

**Distance and height:** The keyboard and mouse should be at equal height and in line with your elbows. Distance should allow your shoulder, elbow and wrists to remain in a neutral position. If you have a tray, adjust the height and angle so your wrists are straight. If not, place both the keyboard and the mouse on the desk and adjust your chair height instead.

**Keyboard:** The keyboard should lay flat. Do not elevate the back.

**Mouse:** Keep your wrist straight and move the mouse from your shoulder rather than your wrist. Try not to squeeze it too tightly.

## Move more!

Change positions every 15 minutes and stretch every hour – especially your neck, shoulders, arms and wrists.

