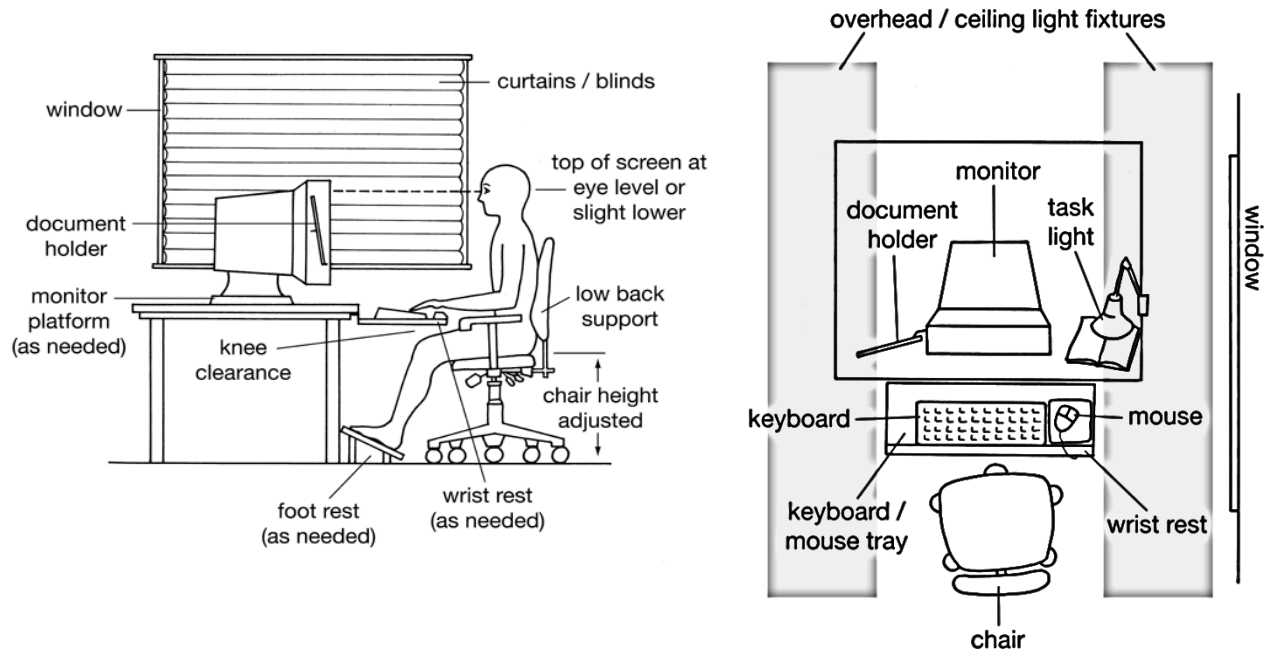




Office Ergonomics: Setting Up Your Workstation



10 Tips on Setting Up Your Workstation

1. Start with your chair. Adjust your lower back support so that it fits into the curve of your lower back. Adjust chair height until your feet are flat on the floor, your thighs are parallel to the floor and your hips and knees are 90 degrees.
2. Where possible, place monitor 90 degrees from windows to prevent glare.
3. Pull yourself towards your workstation. If your armrests are in the way, push them away or lower them.
4. Arrange your computer monitor, keyboard and your body is lined up directly in front of each other.
5. Check your monitor height. Sit back, close your eyes and then open them again. Your eyes should fall in the top 2 inches of the monitor. Adjust height accordingly. Bifocal wearers may need to have their monitors 2-4 inches.
6. Place your mouse next to your keyboard and at the same height.
7. Adjust your keyboard / mouse height so that your elbows are 90 degrees when using this equipment. If you cannot change the height of your tray or workstation, increase your chair height (you may need a footrest).
8. If you have a keyboard tray, it should be flat or tilted slightly away from you.
9. Place the telephone and other frequently used items within arm's reach.
10. Use a document holder if you type and refer to documents at the same time. Place document holder next to and at the same height as the monitor.



Office Ergonomics: Setting Up Your Workstation

Office Ergonomics: Dos & Don'ts

Do take the Online Office Ergonomics course which provides more details on how to adjust your workstation and how to solve common problems:

<http://www.ehs.utoronto.ca/Training/training.htm>

Do take regular alternate activity breaks. Vary your tasks (e.g. photocopy) and take visual breaks (focus on a distant object for 10-15 seconds for every hour on the computer).

Do use blinds and curtains to reduce glare. Tilting your monitor forward also helps reduce glare.

Do adjust your workstation to fit you.

Do speak to your supervisor if you have any concerns regarding your workstation.



Don't continuously use your wrist rest. Wrist rests should only be used during breaks from mousing and typing.

Don't bend your wrists when you are typing or mousing. Wrists should be neutral.

Don't twist your neck or body to view your computer monitor use the keyboard.

Don't tuck your legs under your chair. This causes fatigue. Feet should be flat on the floor.

Don't cradle your phone between your neck and shoulder. Use a speaker phone or headset.

