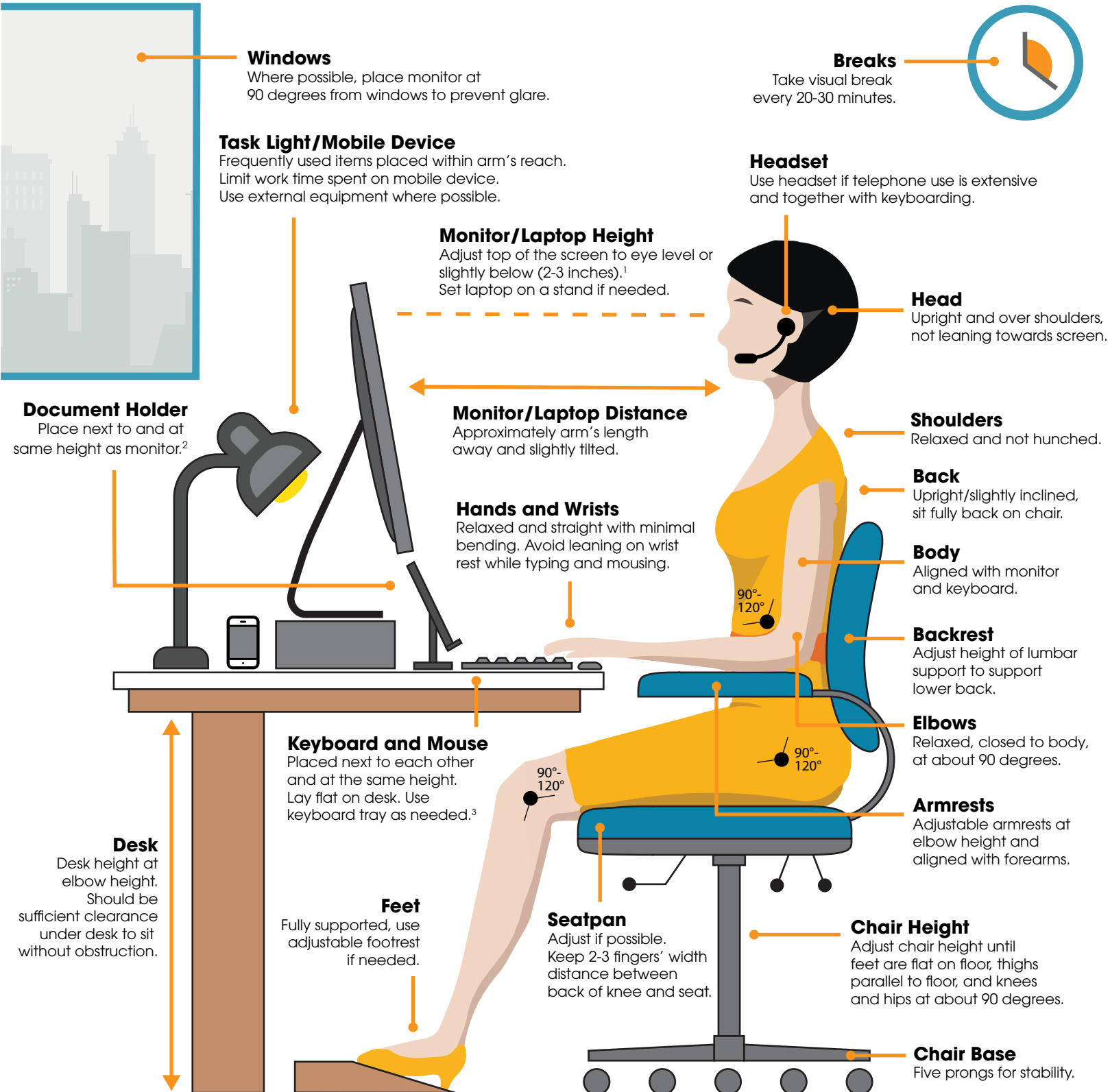


How To Set Up Your Office Workstation



Office Ergonomics: Setting Up Your Workstation

Do's



Take the online course [EHS536 Office Ergonomics](#).

Learn about office ergonomics: common concerns, injuries and risk factors, and basic office set up.



Complete online [Office Ergonomics: Workstation Self-Assessment](#).

To solve common ergonomic problems and adjust your workstation to fit you.



Take regular activity breaks.

Vary your tasks (e.g., photocopy) and take visual breaks. Focus on a distant object for 10-15 seconds every 20 minutes on the computer.



Use blinds and curtains to reduce solar glare.

Also adjust the tilt of your monitor to avoid glare from overhead light fixtures.



Speak to your supervisor if you have concerns about your workstation.

If your medical condition interferes with your ability to do your job, contact [Health & Well-Being](#) to discuss the possibility of a workplace accommodation.

Don'ts



Don't continuously use your wrist rest.

Wrist rests should only be used during breaks from mousing/typing.



Don't bend your wrists when typing/mousing.

Wrists should be neutral and should not bend up, down, or to the sides.



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

Keep your body, keyboard, and monitor in a straight line.



Don't tuck your legs under your chair.

This causes fatigue. Feet should be flat on the floor.



Don't cradle the phone between your neck and shoulder.

Use a speaker phone or headset.