How To
Set Up Your Office Workstation

Windows
Where possible, place monitor at 90 degrees from windows to prevent glare.

Task Light/Mobile Device
Frequently used items placed within arm's reach.
Limit work time spent on mobile device.
Use external equipment where possible.

Monitor/Laptop Height
Adjust top of the screen to eye level or slightly below (2-3 inches).[1]
Set laptop on a stand if needed.

Document Holder
Place next to and at same height as monitor.[2]

Monitor/Laptop Distance
Approximately arm's length away and slightly tilted.

Hands and Wrists
Relaxed and straight with minimal bending. Avoid leaning on wrist rest while typing and mousing.

Keyboard and Mouse
Placed next to each other and at the same height. Lay flat on desk. Use keyboard tray as needed.[3]

Desk
Desk height at elbow height. Should be sufficient clearance under desk to sit without obstruction.

Feet
Fully supported, use adjustable footrest if needed.

Seatpan
Adjust if possible. Keep 2-3 fingers' width distance between back of knee and seat.

Breaks
Take visual break every 20-30 minutes.

Headset
Use headset if telephone use is extensive and together with keyboarding.

Head
Upright and over shoulders, not leaning towards screen.

Shoulders
Relaxed and not hunched.

Back
Upright/slightly inclined, sit fully back on chair.

Body
Aligned with monitor and keyboard.

Backrest
Adjust height of lumbar support to support lower back.

Elbows
Relaxed, closed to body, at about 90 degrees.

Armrests
Adjustable armrests at elbow height and aligned with forearms.

Chair Height
Adjust chair height until feet are flat on floor, thighs parallel to floor, and knees and hips at about 90 degrees.

Chair Base
Five prongs for stability.

90°-120°

[1] Bifocal wearers may need to have screen set slightly lower.
[2] If using an inline document holder, place it directly below monitor and tilted towards you.
[3] If using a keyboard tray, it should be flat or tilted slightly away from you.

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 accomodation.

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.