

How To

Set Up Your Office Workstation

Windows

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

Task Light/Telephone

Frequently used items placed within arm's reach.

Monitor/Laptop Height

Top of the screen at eye level or slightly below (2-3 inches).¹
Set laptop on a stand if needed.

Monitor/Laptop Distance

Approximately arm's length away and slightly tilted.

Hands and Wrists

Relaxed and straight with minimal bending. Use wrist rest as needed.

Keyboard and Mouse

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

Feet

Fully supported, use foot rest if needed.

Breaks

Take visual break every 20-30 minutes.

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.

Lower Back

Supported by chair's lumbar support.

Elbows

Relaxed, closed to body, at about 90 degrees.

Armrests

Adjustable armrests at elbow height.

Chair Height

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

Document Holder

Place next to and at same height as monitor.²

Desk
Desk height at elbow height.

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.

Talk to your supervisors if new office furniture/equipment is required.

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.