How To Set Up Your Office Workstation

- **Monitor/Laptop Height**: Top of the screen at eye level or slightly below (2-3 inches).\(^1\) Set laptop on a stand if needed.
- **Windows**: Where possible, place monitor at 90 degrees from windows to prevent glare.
- **Breaks**: Take visual break every 20-30 minutes.
- **Document Holder**: Place next to and at same height as monitor.\(^2\)
- **Task Light/Telephone**: Frequently used items placed within arm’s reach.
- **Chair Height**: Adjust chair height until feet are flat on floor, thighs parallel to floor, and knees and hips at about 90 degrees.
- **Desk**: Desk height at elbow height.
- **Head**: Upright and over shoulders, not leaning towards screen.
- **Shoulders**: Relaxed and not hunched.
- **Elbows**: Relaxed, closed to body, at about 90 degrees.
- **Lower Back**: Supported by chair’s lumbar support.
- **Body**: Aligned with monitor and keyboard.
- **Elbows**: Relaxed, closed to body, at about 90 degrees.
- **Armrests**: Adjustable armrests at elbow height.
- **Task Light/Telephone**: Frequently used items placed within arm’s reach.
- **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.
- **2-3 fingers’ width distance between back of knee and seat.**

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.

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https://ehs.utoronto.ca/our-services/occupational-hygiene-safety/ergonomics/
# Office Ergonomics: Setting Up Your Workstation

## Do's

1. **Take the online course EHS536 Office Ergonomics.**
   - Learn about office ergonomics: common concerns, injuries and risk factors, and basic office set up.

2. **Complete online Office Ergonomics: Workstation Self-Assessment.**
   - To solve common ergonomic problems and adjust your workstation to fit you.

3. **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.

4. **Use blinds and curtains to reduce solar glare.**
   - Also adjust the tilt of your monitor to avoid glare from overhead light fixtures.

5. **Speak to your supervisor if you have concerns about your workstation.**
   - Talk to your supervisors if new office furniture/equipment is required.

## Don’ts

1. **Don’t continuously use your wrist rest.**
   - Wrist rests should only be used during breaks from mousing/typing.

2. **Don’t bend your wrists when typing/mousing.**
   - Wrists should be neutral and should not bend up, down, or to the sides.

3. **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.

4. **Don’t tuck your legs under your chair.**
   - This causes fatigue. Feet should be flat on the floor.

5. **Don’t cradle the phone between your neck and shoulder.**
   - Use a speaker phone or headset.