

Optimize Your Workspace



Improve your working lifestyle with these tips to better set up your workstation.



CHAIR

Sit with your feet flat on the floor or on a foot rest. The back of your knees should not touch the seat pan. Contact as much of the chair backrest as possible. When the chair is at a comfortable working height set the remaining adjustments (arm rests, etc).

Tip! An ergonomic adjustable chair is highly recommended.

KEYBOARD AND MOUSE

Positioning the keyboard and mouse closer and lower to your body allows your shoulders to relax. The keyboard should be flat or tilted away at a negative slope. Keep your forearms approximately parallel to the floor with elbows at a 90-110° angle. Your hands, wrists and forearms should be straight. The hand position should be level or below your elbow.

Tip! Avoid straining to reach input devices.

SIT-STAND

Begin by standing for 15 minutes, followed by 45 minutes of sitting. Gradually increase the time standing. Alternate between sitting and standing throughout the day, but don't sit or stand for more than 60 minutes at a time.

Tip! Wear flat shoes and keep your knees slightly bent.

MONITOR

Position the top of the monitor casing at eyebrow level. The monitor should be about an arm's length away, or approximately 20" to 35" away. If using a dual monitor arm, the monitors should be next to each other and angled in a slight outward "V" shape. The location where monitors meet should be directly in front of the user. Use monitors that are the same size and height.

Tip! Prevent eye strain and follow the 20-20-20 rule; Look 20 feet away for 20 seconds every 20 minutes.

DOCUMENTS

A preferred position for documents when multi-tasking includes propping the document up and bringing the document as close to the screen as possible (without blocking the image).

Tip! To reduce neck rotation use in-line document holder.

DESKTOP LAYOUT

Keep frequently used work items within your neutral reach zone (the area conveniently reached with a sweep of your arm while maintaining a natural body position). Create adequate space for your essentials. If you have cubicle walls, utilize as much of the vertical real estate as possible.

Tip! Change, even proper change can feel awkward or uncomfortable at first. Stick with it!