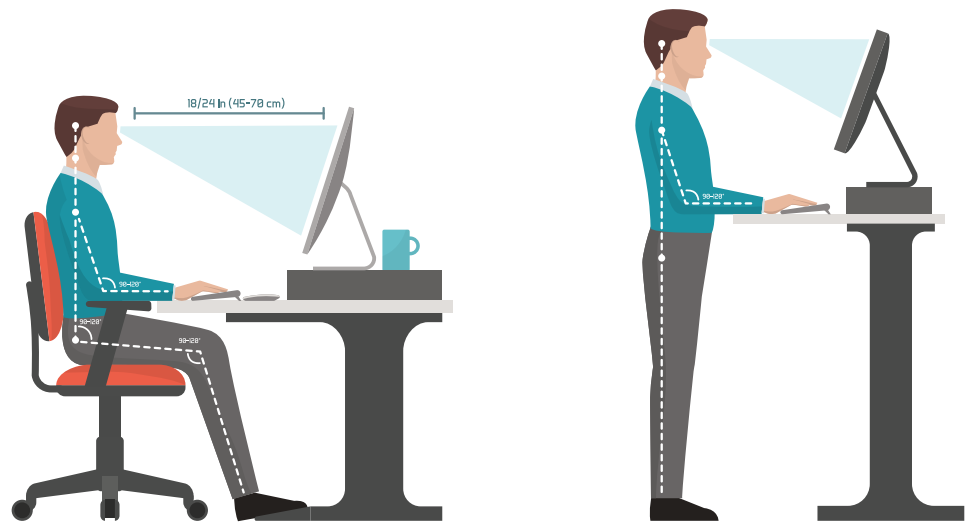


# Office Ergonomics Basics

This graphic illustrates neutral seated and standing postures for your computer workstation. The next page provides suggestions and guidance on how to achieve these postures within your home/virtual work environment.



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## Head, Neck and Eyes

- Position your monitor about an arm's length away
- Adjust the monitor height so the top of the viewing area is slightly below your eye level; this height should be decreased for bifocal users
- Place the document holder at the same height as the monitor's viewing area, or in line with monitor

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## Back & Shoulders

- If seated, make sure to select a chair with lumbar support that adjusts to fit your lower back
- Arms should rest at the side of your body while using the keyboard
- Place the mouse next to the keyboard, at the same height

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## Elbows & Forearms

- Your elbow should be bent between 90 – 110 degrees
- Ensure the keyboard is positioned slightly below your elbow height
- If seated, lower or remove arm rests during typing tasks to prevent elevation of arm/shoulder

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## Hands & Wrists

- Keep your wrists straight while typing by placing the keyboard/mouse slightly below elbow height
- Place wrist rests so they do not contact your hands or wrists while typing
- Hold the mouse with a relaxed grip during use and relax hand while not in use
- Depress the keys lightly and remove your hands from the keyboard when not typing
- Flatten the feet on the underside of your keyboard to minimize wrist bending

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## Lower Extremities

- If seated, adjust the seat pan to fully support your upper legs, allowing space for 2-3 fingers between the back of the knee and the front of the seat
  - Position your knee joint angle between 90 – 110 degrees with feet resting flat on the floor or footrest
  - If standing, use anti-fatigue matting or anti-fatigue insoles/shoes for additional comfort
  - You can also prop one foot up on a footrest and alternate between legs
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# Setting up your Home or Virtual Work Space

While working from home with improvised office furniture there is an increased risk for awkward postures that could lead to discomfort. These tips are provided to help you optimize your home or virtual work environment to avoid symptoms and maintain productivity.

- 1 Obtain an external monitor, keyboard, and mouse if possible
- 2 Find a work surface that is the right height for you (dining table, counter top, craft table, card table, etc.)
- 3 Choose the best chair available in your home or virtual office
- 4 Use a rolled-up towel or pillow to provide lumbar support if needed
- 5 Sit on a cushion to elevate yourself if the work surface is too high (use a footrest if needed)
- 6 Look for reams of copy paper, cardboard boxes, etc. to use as a footrest if you don't have one at home
- 7 Raise your monitor using books, boxes or reams of paper
- 8 Use cardboard boxes to raise a counter top work surface to the right height for standing work
- 9 Connect a personal computer monitor or TV screen to your laptop

## Additional Tips:

- Set working hours to establish a start and end time for your work day
- Take micro breaks, step outside for fresh air, or take a walk throughout the day
- Stand up and walk around during phone calls
- Avoid laying down or sitting cross legged on the floor, couch, or bed when working
- Alternate between sitting and standing postures (if possible)

