

Ergonomic Workstation

POSTURE

Sit all the way back into the chair for proper back support. Back and neck should be comfortable straight ahead. Knees should be slightly lower than hips. Do not cross legs or shift weight to one side. Periodically get up and walk around.

SCREEN

Eye should be level or slightly lower (1" - 2") from the top of the screen. The screen should swivel horizontally and tilt vertically. User should remain between 18"-28" from the monitor.

KEYBOARD

Position the keyboard at elbow height so that elbows can maintain a slightly open angle (90 degrees or greater). Key with your elbows parallel to the floor or angled slightly downward while keeping the wrists straight.

DOCUMENT HOLDER

The document holder should be placed in between the keyboard and the monitor so that it is 'in-line' so the eyes can remain focused as they look from one surface to the other, and neck movement minimized.



CHAIR

Back contours should follow your back. Adjust chair height so that you do not feel pressure on your tailbone (seat too low) or lower thighs (seat too high). Adjust chair height and seat back so that you can key with straight hands and wrists, and knees and hips create a 90° angle or slightly greater.

FEET

The entire sole of the foot should rest comfortably on the floor or footrest, and point towards the workstation.

DESK

A comfortable desk height is particularly important if you keep the keyboard on your desk. The work area should allow for leg room and posture adjustments.

Reminders

- Adjust chair properly:
 - Too high — feet not flat on the floor*
 - Too low — gap behind knees*
- Keep arms, hands and wrists in a neutral position, straight and parallel to floor.
- Keep your ear, shoulder, elbow and hip aligned.
- Vary work activities and avoid prolonged periods of continuous computer use.
- Position top of monitor at or slightly below eye level.
- Position the source document adjacent and at same level or "in-line" to the monitor.
- Reduce the lighting level for computer monitor use. Use task lighting where needed.
- Pull window shades to eliminate glare and reflection.
- Posture follows the eyes: adjust equipment placement to encourage proper posture.
- Clean monitor screen frequently and set display contrast and resolution to reduce eyestrain.

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2904 Ash Street, Suite A, Palo Alto, CA 94306-2225

☎ 650.322.9775 • fax 650.322.9770

www.askergoworks.com

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