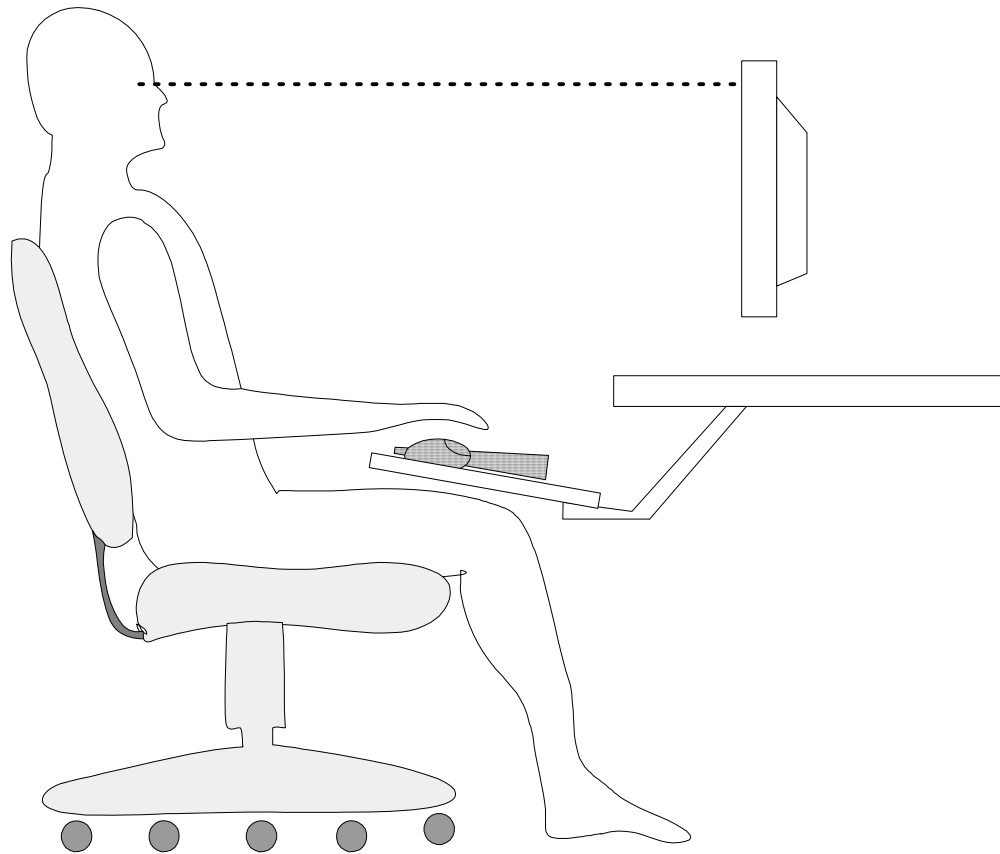
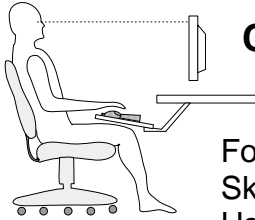


Ergonomic Configuration of a Computer Workstation



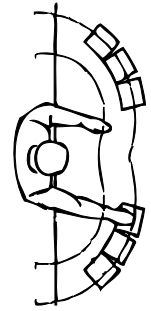
- CHAIR:** Feet on the ground or on footrest
Knees at or slightly below hip level
Seat back aligned with spinal curves
- KEYBOARD & MOUSE:** At or slightly below elbow height
Flat or tilted slightly away
- MONITOR:** Top line of text at eye height
Arm's length away
Middle of monitor aligned with 'B key'
- DOCUMENTS:** Between the keyboard and monitor

If you experience symptoms or discomfort that are aggravated by work at your computer, change your setup or ask for help.



Computer Workstation - Ergonomic Configuration

Follow this list in sequence to set up your computer workstation.
Skip steps that do not apply to your furniture.
Use the Posture Checklist to confirm that you have been successful.



1. Chair (Target = feet on floor, hips above knees, back supported)
 - a. Sit in your chair with your bum at the back of the seat pan (no perching!)
 - b. Adjust chair height so that your feet are flat on the floor & knees slightly lower than hips.
 - c. Adjust seat pan depth to give 1-2" between the chair and the back of your leg
 - d. Tilt the seat pan of your chair forward 5 – 10 degrees.
 - e. Set the seat back position at vertical or slightly reclined.
 - f. Adjust the height of the seat back of your chair to provide good support
 - g. Set your chair to allow it to rock (recline). Adjust the tension in the chair so that the chair back supports you when sitting, but moves back with a light push.
2. Keyboard and Mouse (Target = relaxed elbow height)
 - a. Pull your chair into position in front of your keyboard as if you are going to work
 - b. If your keyboard has 'feet' on the back, close them to flatten the keyboard angle.
 - c. If you have an adjustable keyboard tray:
 - a) Tilt the keyboard slightly away from you.
 - b) Adjust the keyboard height to just below your elbow height while seated.
 - d. If you do not have an adjustable keyboard tray, and your keyboard is too high:
 - a) raise your chair until the keyboard is just below elbow height, and use a footrest
 - e. If you do not have an adjustable keyboard tray, and your keyboard is too low:
 - a) raise your workstation to just below elbow height
 - f. Position your mouse immediately beside your keyboard and at the same height.
 - g. Set mouse pointer speed to fast. (in Control Panel/Mouse/Pointer Options)
3. Monitor (Target = eye height at top, neck relaxed)
 - a. Position the monitor directly in front of you at arm's length and aligned with the "h" key. If using 2 monitors, position the primary directly in front, and the secondary to the same side as your mouse, or align both equally with keyboard "h" key.
 - b. Adjust the monitor height so the top line of text is at eye level. If you use bifocals or progressive lenses, lower the monitor to allow clear focus at the centre of the monitor when looking straight ahead without tilting your head.
 - c. Eliminate glare or bright spots on the monitor by changing the monitor tilt, adjusting the source, or moving your computer workstation.
4. Documents for reference or data input should be placed in front of you on an inline document holder between the keyboard and monitor.
5. Other stuff that you use during the day should be placed within easy reach. Forearm length away if used frequently; arm's length if used occasionally (e.g., telephone)

Posture Checklist - Computer Workstation

When sitting at my computer workstation:

- I am able to put my feet flat on the floor in front of me, or supported by a footrest
- My legs are in a comfortable position, with knees at or slightly below hip height
- I am able to lean back in my chair and feel support on my lower and mid back
- When sitting back in my chair, there is 1-2" between my calf and the chair seat pan
- My upper arms hang comfortably at my side, with my elbows at 90 – 100 degrees when using my keyboard. My elbows are close beside my body, not in front or out to the side.
- My upper arm hangs comfortably at my side, with my elbow at 90 – 100 degrees when using my mouse. My elbows are close beside my body, not in front or out to the side.
- My wrists are straight or slightly flexed (bent downwards) when using my keyboard
- There are no sharp edges making contact with my arms when keyboarding or mousing
- I am looking straight ahead at my monitor, without turning or tilting my neck
- I am able to read paperwork or documents by moving only my eyes when facing my monitor
- I am able to reach all frequently used objects in my workspace (e.g., keyboard, mouse) without extending my shoulders (within forearm reach, elbows at sides)
- I am able to reach all occasionally used objects in my workspace (e.g., phone, stapler, adding machine) without leaning forward (within arm's reach)
- I take micro-breaks or rest breaks to vary my posture throughout the day
- I drink liquids and stay hydrated throughout the day
- I get up and walk for 1 – 2 minutes every hour

If you are unable to check all of the boxes above, revisit the configuration checklist, or ask for assistance.

Configuring your workstation to fit you is one way to reduce discomfort and risk of injury. If you experience symptoms (e.g., pain, numbness, tingling, weakness, headaches, muscle tension) or discomfort that is made worse by working and that continues a week or more after modifying your workstation set-up, report it to your supervisor or first aid and seek additional assistance.

Robinson Ergonomics Inc. can provide the services of a Certified Professional Ergonomist to assist with workstation configuration and strategies to manage discomfort and injury risk.