

General Ergonomic Set Up for the Office Employee

Setting up your workstation and chair appropriately can be the most effective way of minimizing ergonomic risks when working in the office. It is important to always adjust for your FEET—BACK—HANDS—HEAD. If neutral postures can be achieved in all four areas the risk of injury can be dramatically reduced.

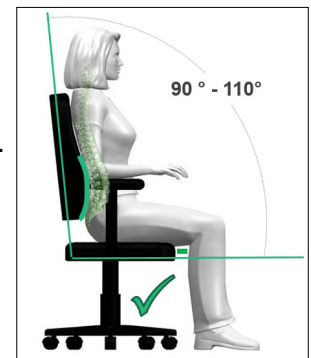
FEET

- Feet should both be fully supported on the floor or a footrest.
- The hips and knees should be at the same height so the thighs are parallel with the floor. Avoid sitting so low that the knees are positioned higher than the hips.



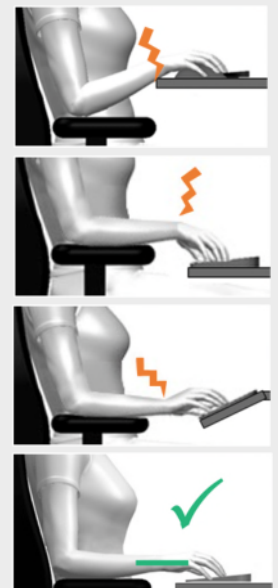
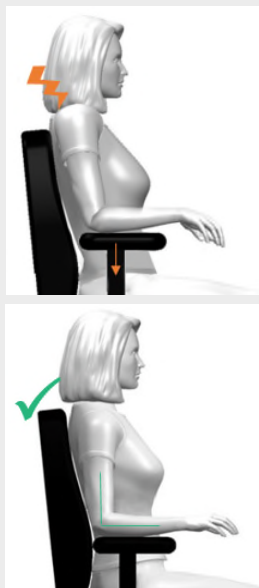
BACK

- The chair should be adjusted so your back is fully supported by the backrest.
- Adjust the depth of the seat pan so when your hips are all the way back in the chair, there is only 2-3 finger-widths of space behind the back of the knee, and the edge of the seat pan.
- The lumbar support should be adjusted so it fits into the small of your back
- The angle of the backrest should be set so the hip is in an angle of 90-110 degrees



HANDS

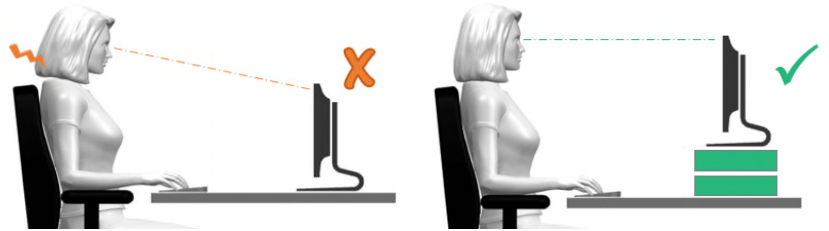
- Shoulders should remain relaxed with the elbows bent at 90 degrees (armrests support the elbows in the 90 degree bend)
- The height of the input devices should be at the same height as the elbows so the forearms can be parallel to the floor and the wrists are straight.
- The input device surface should be parallel with the floor to achieve a straight wrist posture.
- Keyboard and mouse should be directly beside each other to avoid excessive reaching.



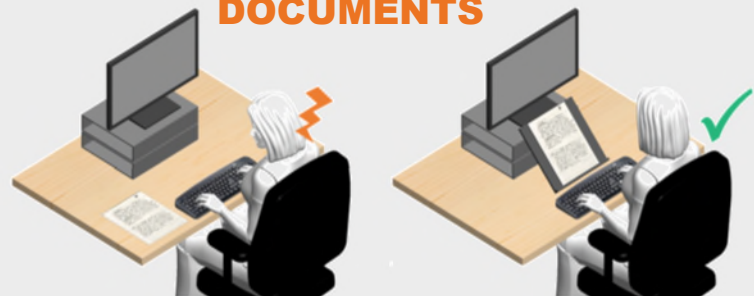
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HEAD

- Monitor should be set to a height that allows the neck to remain upright while comfortably viewing the screen.
- Monitor and documents should be set up to minimize neck twisting.
- Dual monitors need to be located greater than an arm's length away from you to reduce neck twisting
- Bifocal considerations—screens should be positioned well below your eye level to improve viewing angles and promote straight neck postures.



DOCUMENTS



BIFOCALS

