

# Workspace Ergonomics Tips & Tricks

Adjust your workspace setup or equipment to establish a proper, safe posture when working. Proper posture can eliminate discomfort and prevent injuries, leading to increased productivity. **Here are some simple steps you can take to optimize your workspace setup.**



## Monitor

- Place monitor at arm's length.
- Top casing of monitor should be at eye level, ensuring the neck is not arched back and the chin does not extend forwards.
- Position monitors to avoid glare from lights or windows.
- If using two monitors equally, set them up in a V shape. If using a main monitor, center one and place the other off to the side.



## Keyboard & Mouse

- Keyboard and mouse should always be on the same level and located beside one another.
- Both should be located parallel along the straight edge of the desk or work surface.
- When typing or using a mouse, keep wrists straight, upper arms along the sides of the body, and hands at or slightly below elbow level.



## Work Surface

- Forearms should be at a right angle to the typing surface to encourage proper blood flow to the hands.
- Raise chair or lower work surface to ensure a right angle at the elbows and knees, with the addition of a footrest if feet no longer lay flat on the ground.



## Standing Desk Position

- Adjust the height of the desk so that the elbows are between 90 -120 degrees parallel to the floor.
- Ensure wrists are relaxed and straight with minimal bending.
- Keep both feet flat on the floor.



## Chair

- Seat pan should be centered under thighs to provide proper low back support.
- Back rest should be in a straight position to promote proper posture.
- Rounded part of the back rest should meet the small of the back.
- Arm rests should be at or slightly below resting elbow height.



## Phone

- Phone should be placed within arm's length to avoid unnecessary reaching.
- Use a headset or place phone on speaker to avoid improper head and neck posture.



## Quick Tips

1

Take movement breaks. Get up and stretch or move around to avoid static posture. Increasing the blood flow increases the oxygen in the blood, which helps keep muscles from tensing up.

2

Change the height of the monitor or laptop to raise or lower surfaces to allow for sit/stand options.

3

20/20/20 Rule: To avoid eye fatigue, focus on something 20 feet away for 20 seconds every 20 minutes.

4

Utilize "night light" features on laptops to adjust screen brightness and decrease sensitivity to screens.