

Office Ergonomics: Steps for Proper Adjustments

Step 1

Start with an ergonomic chair.

Adjust your ergonomic chair to fit your body:

- Adjust **seat height** so that feet are firmly on the floor, knees are bent to 85–110 degrees, and hips are at or slightly above knee level.
- Adjust **seat depth** so there is about 2–3 inches of clearance between the front edge of the seat and the back of the knees.

- Ensure the chair offers proper **lumbar support** in upright and reclined postures.
- Adjust **armrest height and width** to a position that 1) supports forearms; 2) allows the shoulders to remain relaxed; and 3) allows for neutral postures of the wrists during typing and mousing tasks.
- **Armrest depth** adjustments allow you to get closer to your worksurface, if desired.

Step 2

Move your chair to
your worksurface

Step 3

Consider the following:

Worksurface Height

Keyboard Position

Monitor Position

Lighting

Organization of Work Area

Worksurface Height

Is there a mismatch between chair height and worksurface height?

Select best description

Tall Stature

Knees do not fit under worksurface when chair is adjusted to the proper height for body

A **height-adjustable table**, such as **Altitude**®, will allow for elevation of the desk to the proper height for the user.

Small Stature

Worksurface is too high when chair is adjusted to proper height for body

Select best description

"I like to adjust my chair height so my feet are on the floor, but then I experience awkward postures of my upper body as I try to use my keyboard and see my monitor."

Choose best option

A **height-adjustable table**, such as **Altitude**, will allow for the desk to be lowered to the proper height for the user.

Provide a **keyboard tray**. The keyboard tray should support the keyboard and mouse at a height and angle that encourages neutral postures of the wrists and arms. A **monitor arm** may also be required to allow for proper vision of monitor (see monitor arm points on following page).

"I like to adjust my chair height so my upper body is at the proper height to reach my keyboard and see my monitor, but then my feet do not touch the floor."

Provide a **footrest** to allow proper support and movement of the feet and legs.

Keyboard Position

Is there is a mismatch between armrest height and keyboard height?

A **keyboard tray** should be provided. An ergonomic keyboard tray will allow the user to adjust the keyboard and mouse to the proper height for his or her body, regardless of worksurface and armrest heights. A tilting mechanism can reduce contact stresses on the wrists and allow for neutral postures of the hands and arms during typing.

Monitor Position

Is there is a mismatch between monitor and eye height?

A **monitor arm** should be provided to allow the user to adjust the monitor to the proper height, angle, and position to minimize eye, neck, and shoulder stress. Monitors should be positioned to allow for neutral neck postures, a slight downward gaze of the eyes, and should be about an arm's length away (depending on visual acuity).

Lighting

Is lighting insufficient for work?

Due to reduced visual acuity, individualization of lighting schemes would be advantageous

Simultaneous work with computer monitors and paper materials results in glare

Include **task lighting**, such as **Link™** or **Wand™**, to create dual-source lighting schemes which can ensure flexibility to accommodate personal requirements and different work tasks

Organization of Work Area

Are cluttered paper and work materials limiting desk space?

Numerous tools are available to help gain more workspace. **Monitor arms** elevate the monitor, leaving more worksurface space for workers. **Keyboard trays** can act as an extension of the worksurface. Various **organization work tools** can be used to create an organized, less cluttered workspace.

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