

CHAIR SETUP

Adjusting chair height

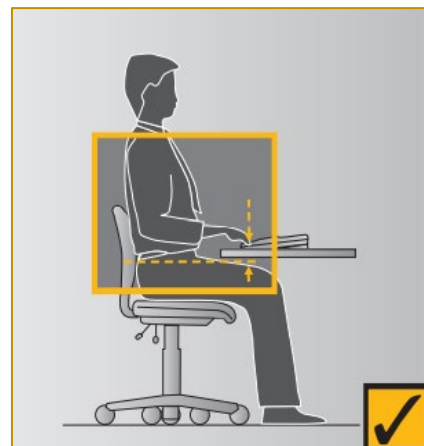
- Sit up straight on your chair, allow your arms to hang loosely by your sides.
- Make a right angle at your elbow and keep your wrist straight.
- The underside of your hand should now sit naturally on top of your keyboard.
- If this is not the case, adjust your chair height to enable your hand to rest on the keyboard.
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Other adjustments

- Adjust the back in or out, up or down etc., so that you can feel the lumbar support in the lower curve of your back.
- The lumbar support should be both firm and comfortable while providing support for the natural curve of your back.
- Make sure the angle of the seat's base is either neutral or tilted slightly forward to make sure the front of the chair is not pushing into your thighs.
- If your chair has armrests be sure to position them so that they fit under the desk. This ensures that nothing stops you from sitting close and working with your arms relaxed.

Chair posture

- Sit with correct posture.
- Be mindful of your posture at all times, making sure that your spine remains lifted, with your shoulders rounded back.



STEPS FOR SETTING UP YOUR WORKSPACE

Footrest

- Ensure your feet are firmly on the floor. Use a footrest to improve your posture if required.

Computer monitor and stand

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- Adjust the monitor height so that the top of the screen is at or slightly below eye level.
- Your eyes should look slightly downwards when viewing the middle of the screen.
- Position your monitor at arm's length away from your body.

Screen brightness

- Adjust screen brightness and contrast for clear, comfortable viewing.

Keyboard

- Have your keyboard positioned in front of you, not to the side.
- Make sure the keyboard is as central as possible.
- Your keyboard should be positioned at the same height as the elbows and forearms, your shoulders should feel relaxed by your side.
- The keyboard (similar to the mouse) should be positioned close to the front of the desk so that you do not need to stretch to use them.

Wrist rest

- With elbows at the desk level, ensure that your wrists are straight, hands at or below elbow level. Use a wrist rest if required.

Mouse

- Position the mouse as close as is practical to the keyboard so that both elbows are directly under the shoulders while working.

Mouse pad

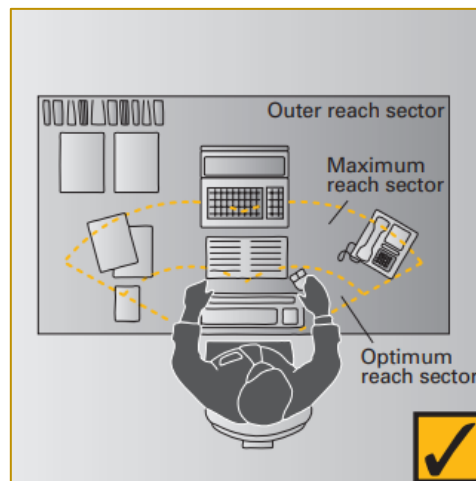
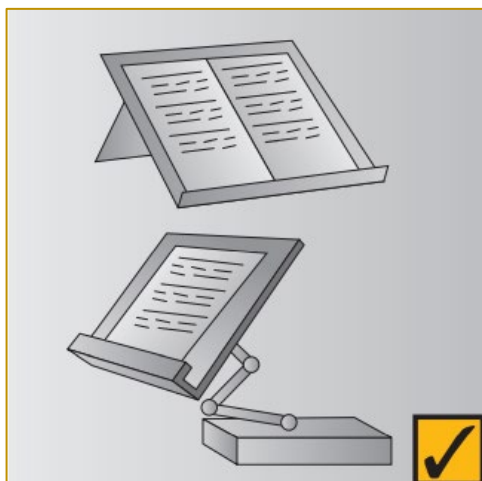
- Place your mouse within easy reach and on the same surface as your keyboard.
- Use a soft mouse pad and avoid pressing your hands or forearms against the desk edge.

Telephone

- Place your phone on speaker or use a headset rather than cradling the phone between your head and neck.

Key objects

- Keep key objects such as your telephone, stapler or printed materials close to your body to minimise reaching.



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Above information adapted from <https://www.ergonomicsnow.com.au/workspace-setup> (accessed 17.11.2011)