

HOW TO PROPERLY ADJUST YOUR WORKSTATION

Proper ergonomic set up of your computer workstation is essential for employee comfort and productivity. Use the following guidelines to adjust your workstation to your needs. Please understand that these are general guidelines and that each individual, based on size, body type, and vision, will need to adjust their workstation accordingly. A reference diagram is provided on the reverse so that you can see a typical workstation set up within recommended guidelines.

1. Chair

Chairs must be adjustable and comfortable for the user. Most adjust in several ways. Understand how to adjust your chair to attain the following:

- **Height:** chair height should allow for feet to be flat on the floor while sitting back in the chair. Some situations may require a footrest.
- **Backrest:** lumbar portion should be positioned at or just above the beltline. Some situations may require additional support (pillow/pad).
- **Armrests (if applicable):** armrests should be adjusted at equal level so forearms can comfortably rest on them.

2. Keyboard and Mouse

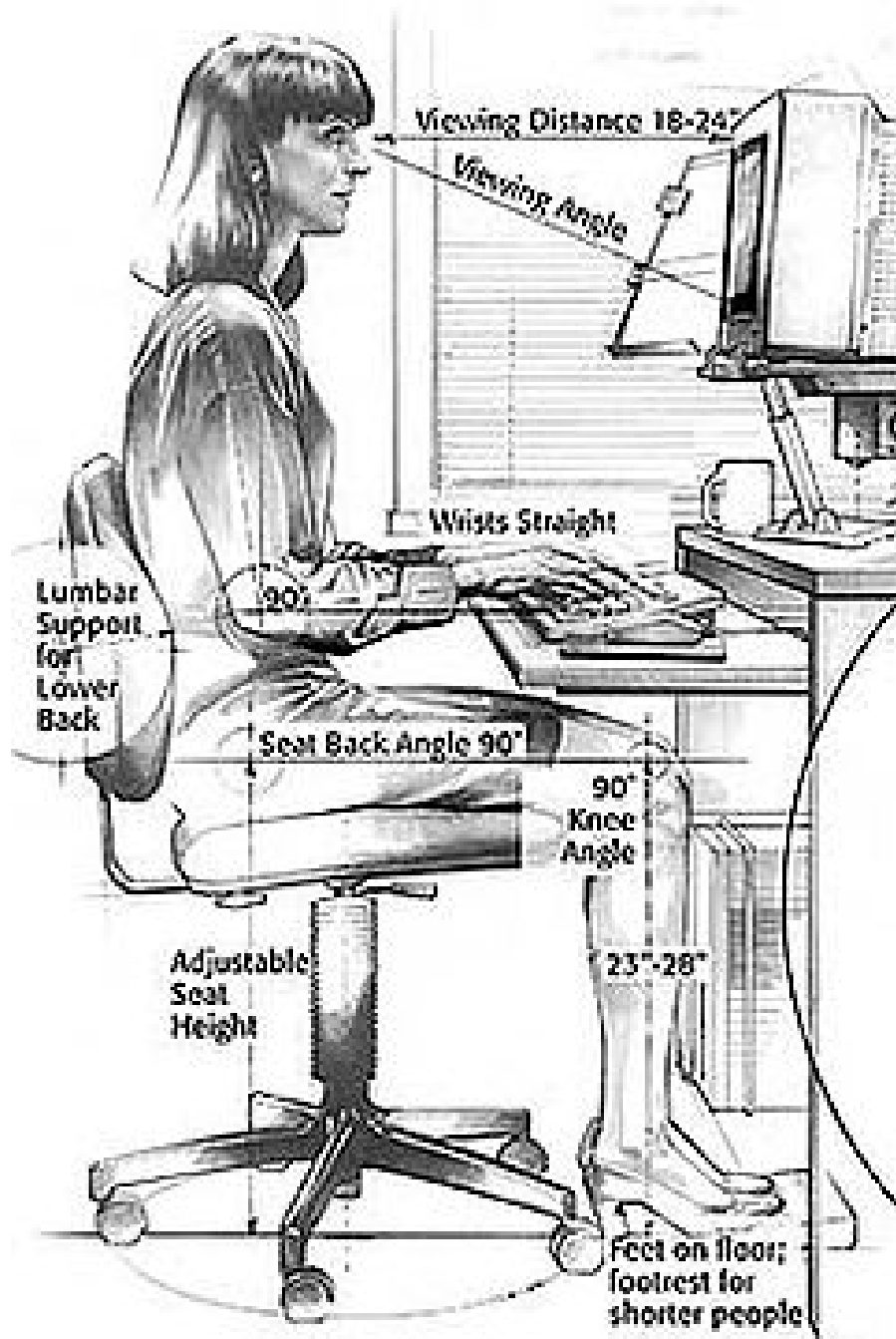
Proper position of keyboard and mouse will allow the user to maintain a straight or “neutral position” with hands and wrists so that they are not significantly angled. Recommendations are the same whether the keyboard is on the desktop or being used with a tray.

- **Keyboard:** keyboard should be relatively flat and allow for the elbows to be approximately level with the space bar. The small feet on the back side of the keyboard can be used for minor adjustments.
- **Mouse:** mouse should be positioned close to and at the same level as the keyboard. Hand and wrist position should be neutral here as well. A mouse pad is typically recommended.
- **Wrist rests:** wrist rests are recommended but are the preference of the user. It should be soft (foam or gel) to allow resting and/or prevent wrist impact on desk edge.

3. Monitor

Monitor position is dependant on the height and vision of the user. Adjust as follows:

- **Placement:** the monitor should be placed directly in front of the user.
- **Height:** typical monitor height is where the eyes naturally rest on the top third of the screen. This will vary based on user’s vision and/or use of corrective lenses. The key here is that your head position should be straight while looking at the monitor. Adjust height to prevent looking up or down at the monitor.
- **Distance:** distance must be proper for vision while addressing keyboard. Position so that leaning in to see is prevented. Typically this is approximately arm’s length distance.



Keenan's loss control services promote safety awareness, and assist in the identification of conditions which may pose a risk of injury. We do not suggest that following our recommendations will eliminate all risk of injury or will result in improved loss experience.