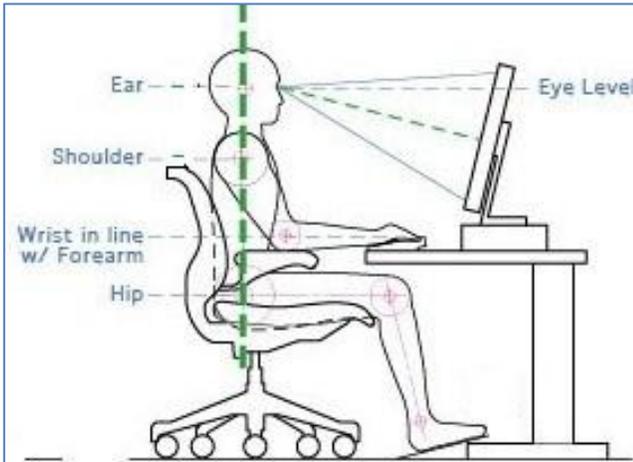


ERGONOMICS INFORMATION PACKET

Proper Posture



There is no single “correct” posture when working at your desk.

With this in mind we will look at a workstation review for the 90 degree posture.

1. Monitor screen top
 - a. Slightly below eye level
2. Body
 - a. Centered in front of the monitor and keyboard (no twisting the trunk!)
3. Forearms
 - a. Level (horizontal) or tilted up slightly and resting on armrest
4. Lower Back
 - a. Supported by chair with lumbar/low back support
5. Wrists
 - a. Should not rest while typing
6. Legs
 - a. Horizontal
7. Feet
 - a. Resting flat on the floor or footrest

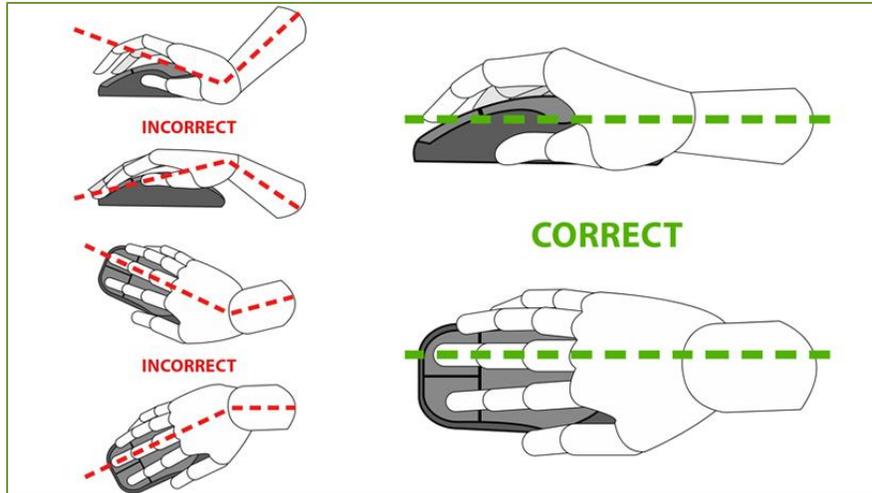


Figure 1 - Wrist positioning when using a mouse

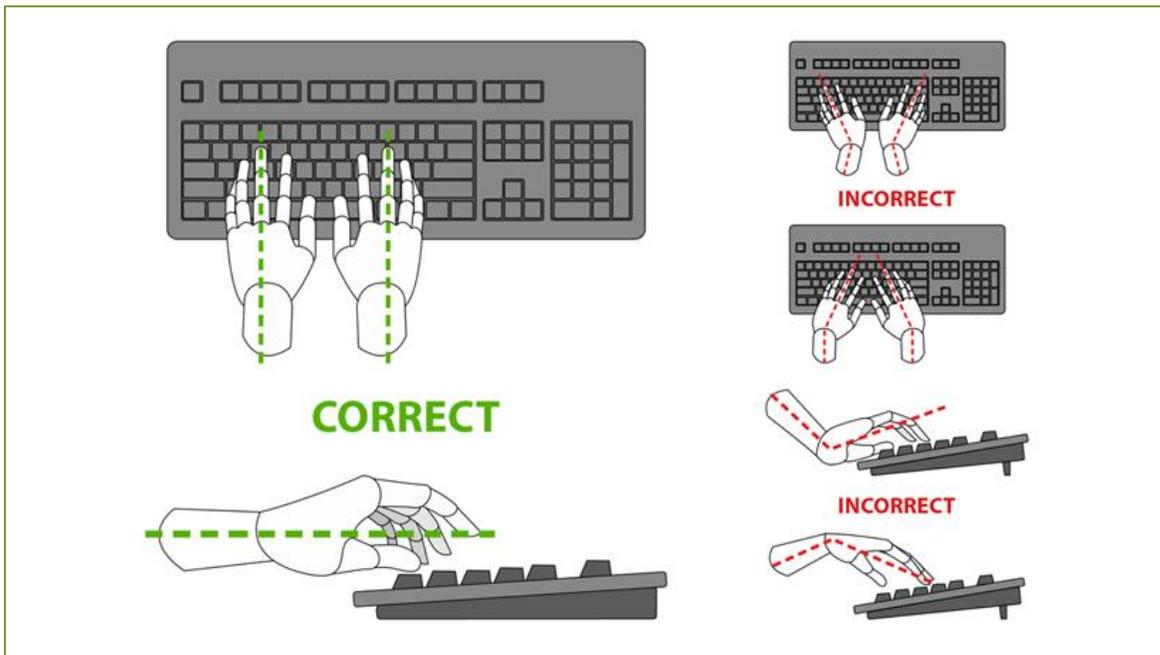
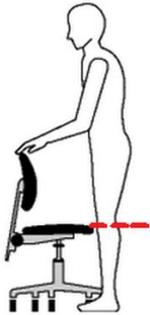


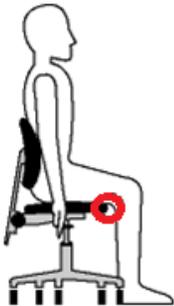
Figure 2 - Wrist positioning when using a keyboard

TIP! Use a wrist rest to minimize stress on your wrist – when typing hold your hands and wrists above wrist rest. During breaks rest palms on rest.

Adjusting the Chair



Stand in front of the chair. Adjust the height so the highest point of the seat, (when in the horizontal position), is just below the knee cap.



Sit on the chair and keep your feet flat on the floor.

Check that the clearance between the front edge of the seat and the lower part of the legs (your calves) fits a clenched fist (about 5 cm or 2 inches).



Adjust the back rest forwards and backwards as well as up and down so that it fits the hollow in your lower back.

Lumbar options – use a cushion at your low back or look for lumbar cushions (not the same thing as back support make sure it says lumbar)



Sit upright with your arms hanging loosely by your sides. Bend your elbows at about a right angle (90 degrees) and adjust the armrest(s) height until they barely touch the undersides of the elbows.

Remove the armrests from the chair if this level can not be achieved or if armrests, in their lowest adjustment, elevate your elbows even slightly.



Tilt the seat itself forwards or backwards if you prefer.

What adjustments should I make if the workstation (desk) is at a fixed height?

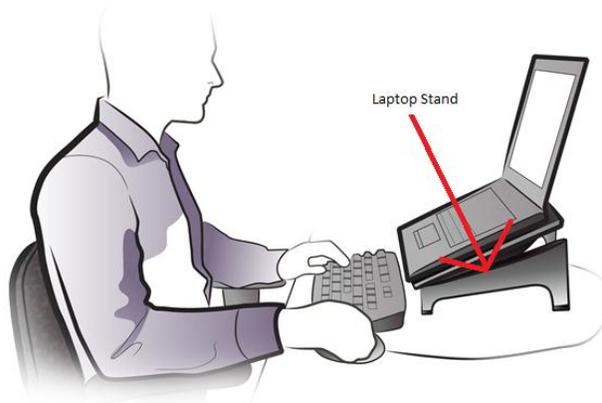
Once your chair is properly adjusted for your height, check if you can sit at the workstation comfortably with your legs underneath.

If you cannot fit your legs under the workstation or there is not enough space to move them freely, your workstation is too low for you and you should not use such a workstation on a regular basis!

If you can sit comfortably but need to elevate your arms in order to place them over the work surface, your workstation is too high. Adjust the chair height so your elbows are about the same height as the work surface. Use a footrest if you cannot place your feet flat on the floor.

The footrest should be adjustable and support both feet. Keep feet flat and firm on the footrest

Ergonomics and Laptops



You can still maintain an ergonomic posture if you use a keyboard.

- Elevate your laptop on a laptop stand
- Connect an external keyboard and mouse to your laptop.