

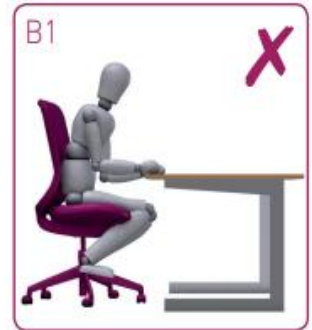
## Basic Ergonomic Workstation Guide

**Important Note: Avoid sustained static postures. Remember that even appropriate postures become inappropriate when maintained for too long.**

**G1.** Move the chair close to the desk and sit back on the seat. Adjust the chair back so that the upper body is relaxed and supported. Raise the chair seat so that, with the upper arms vertical, the elbows are level with or just above the desk.



**B1.** Sitting with the chair too low and too far from the desk encourages a slouched posture with no support from the chair back. The head is tilted forward. Feet are hooked around the chair base restricting blood circulation in the legs. Shoulders may be hunched.



**G2.** Set the chair position and height as described in G1 above. Use a foot rest if the feet do not touch the ground. Height-adjustable chair arms provide additional support for the upper body when not keying. If the armrests restrict desk access, consider removing them altogether.



**B2.** Shorter people often set the chair height so that their feet are firmly on the floor. If this is too low for the desk, it is likely to result in arms stretched forwards (or sideways) and/or shoulder lifting. This causes undue muscle tension.



**G3a.** TOUCH TYPISTS can raise the monitor so that the visible screen top is just below eye level. Any document holder should be at screen height and in the same focal plane to minimise head twisting and tilting. COPY TYPISTS may prefer the screen to one side and the document holder directly in front of the head/neck and upper body. Provided it does not cause reflection problems, the monitor may also be tipped back slightly.



**B3.** If the monitor is set too low there is a tendency to work with the head tilted downwards putting strain on the neck and upper back. The whole body may also lean forward, moving away from the support of the chair back and encouraging slouching.



**G3b.** "HUNT AND PECK" TYPISTS who need to look at the keyboard may want to position the monitor lower to minimise "nodding" between the two. The document holder should be placed between the monitor and keyboard to avoid twisting.



**GS.** With a sit-stand desk, stand upright with your legs apart and slightly bent with one foot marginally in front of the other. Your elbows should be level with the desk. It may be necessary to raise or tilt the monitor slightly to align it in the way described in G3 in order to avoid tipping your head forward. Be sure to mix sitting and standing. 5 to 6 minutes of standing for 30 minutes sitting is recommended.



G4



4. Arrange your desk layout to make best use of available space. Use your mouse (or pointing device) close to the keyboard. Document management is very important. If you need to look at the keyboard when typing, the best place for the document holder is between the monitor and the keyboard. Other tools, such as the telephone, should also be readily accessible without stretching and twisting. If you write whilst using the telephone, hold the handset with your "non-writing" hand. A headset will dramatically improve comfort and convenience.

B4



G5a



5a. Make sure there is a comfortable viewing distance between your eyes and the screen and have some space between the keyboard and the front of the desk. Place the screen in front of you so that you face it without twisting your neck or body. Ensure your legs are not obstructed by any drawers under the desk. If your PC is occupying too much desk space, move it off the desk.

G5b



5b. If you do not use the numeric keypad extensively, consider a mini keyboard. This brings the mouse/trackball much closer to you on the right and can reduce muscle tension significantly.

B5



G6



6. Clear the space under the desk so that you can place your legs underneath it without twisting or leaning forward. If the drawers or pedestal are free-standing or detachable and you have sufficient space, create further legroom by moving them clear of the desk.

B6



GL



## Laptop Users

A separate keyboard and mouse will make a significant improvement to layout flexibility. By using one of the proprietary laptop stands to tilt the computer, it is also possible to raise the screen to an acceptable height and viewing distance.

Laptop use is a major source of musculoskeletal problems. Using a laptop on its own for any length of time will inevitably cause poor posture which in turn is likely to lead to head, neck and/or back pain. Despite the name, using a laptop computer on your lap is not recommended!

BL

