

Arranging Your Workstation to Fit You.

Chair:

Adjust the seat height so your feet are flat on the floor and your thighs are parallel to the floor. If you need to raise your chair in order to keyboard at the proper height, you should use a foot rest. You should have plenty of leg room under your desk to move and shift positions during the work day.

The seat pan depth should adjust so there is one to three inches behind the back of your knees and the back of the chair when you are sitting against the back rest of the chair.

The lumbar cushion on the back of the chair should support the curve of your back. If your chair has a back rest tilt mechanism, you can use this to allow different sitting positions while you work.

Keyboard:

The keyboard tray should be at or below elbow level for proper arm and wrist positioning. If you are keyboarding on top of the desk, you should adjust your chair so the keyboard and mouse are at the appropriate height. Forearms should be level with the keyboard so you do not need to flex your wrists to type. Keep the mouse as close to the keyboard as possible and within your reach zone.

Monitor:

When you are sitting at your workstation, the computer monitor's top task bar should be eye level. If it is sitting on a CPU or a docking station, it may be too high. Place the monitor on the desk top, most of the models have adjustable heights. You may need a smaller monitor stand or you could even use a book to provide the correct height.

Other Helpful Hints:

Remember to take micro short breaks during the work day and get up and change positions from sitting to standing. Walk to the copy machine, or get up and stretch. Do simple stretches every 30-60 minutes depending upon the tasks you are working on.

Still Need Help:

Contact Tracey Garza in Human Resources if you would like a work station evaluation or more information regarding your work station set up. She can be reached at 278-2125.