Office Ergonomics: Tips for Employees

Wrist, neck and back pain can occur when working at a computer workstation for extensive periods of time. Keeping your arms, hands, neck and torso in a neutral position can help reduce worker discomfort and repetitive strain injuries.

Chair

- Adjust your chair according to your height.
- Place your feet fully on the floor or a footrest.
- Keep your hips at the same level as your knees.
- Sit so that your back is supported by the back cushion
- The seat pan should not rub up against the back of your legs.
- Adjust the chair height first, then adjust the monitor location and keyboard height.

Monitor

- Put the monitor in a straight line with your keyboard and chair
- Look directly toward the monitor instead of having it off to one side.
- Your eyes, shoulders, knees, and feet should all be facing the same direction.
- The top of the screen should be at the same height as your forehead.
- Customize display settings to make cursor and font size easier to see.

Keyboard and Mouse Height

- Adjust your chair so your feet are firmly on the ground.
- While sitting in the chair, rest your hands in your lap. Notice that your shoulders are relaxed, and your elbows are close to your torso. This is the same posture you should have while typing. Place the keyboard close to this resting position of your hands.
- Adjust the height of keyboard tray so that it hovers over your lap.
- Keep your elbows close to your torso.
- Put the mouse and keyboard on the same level.

Telephone

- Never cradle a phone between your face and shoulder.
- Workers who are on the phone for long periods and workers who are required to type and talk at the same time, should use a headset.

Glare

- Excessive glare can cause eye strain.
- Position the display perpendicular to windows to avoid glare from the screen.

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