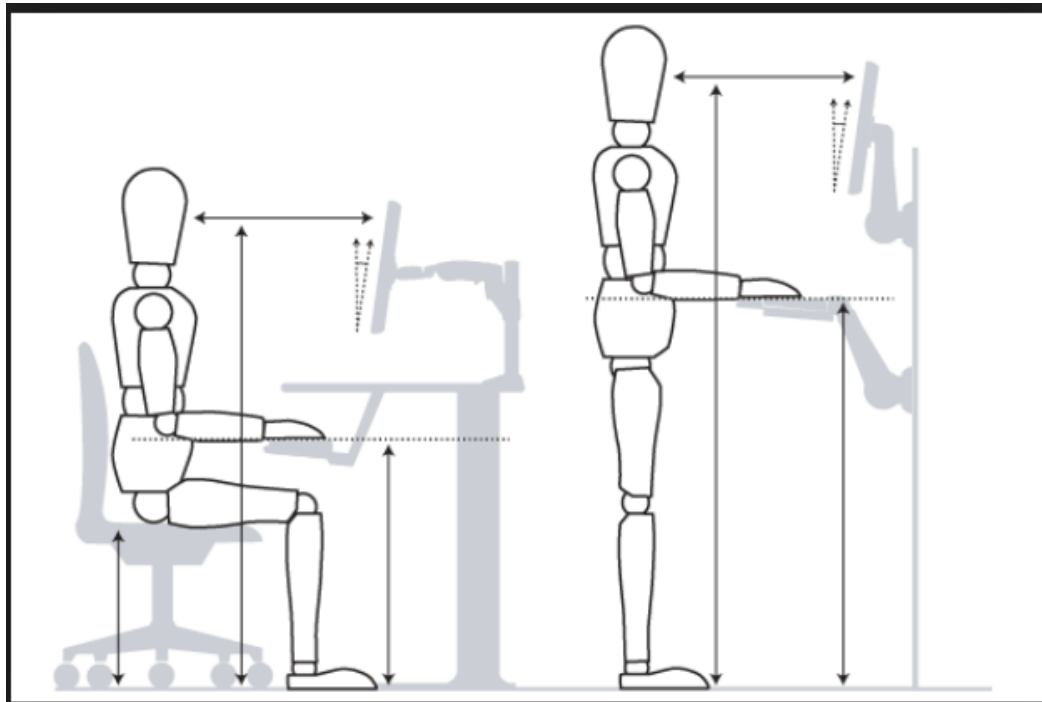


## Ergonomic Computer Workstation Setup



### About you:

**Head** - Upright with ears aligned with shoulders

**Eyes** - Looking at the top third of the screen

**Shoulders** - relaxed, not hunched

**Elbows** - above the desk at 90-110 degrees

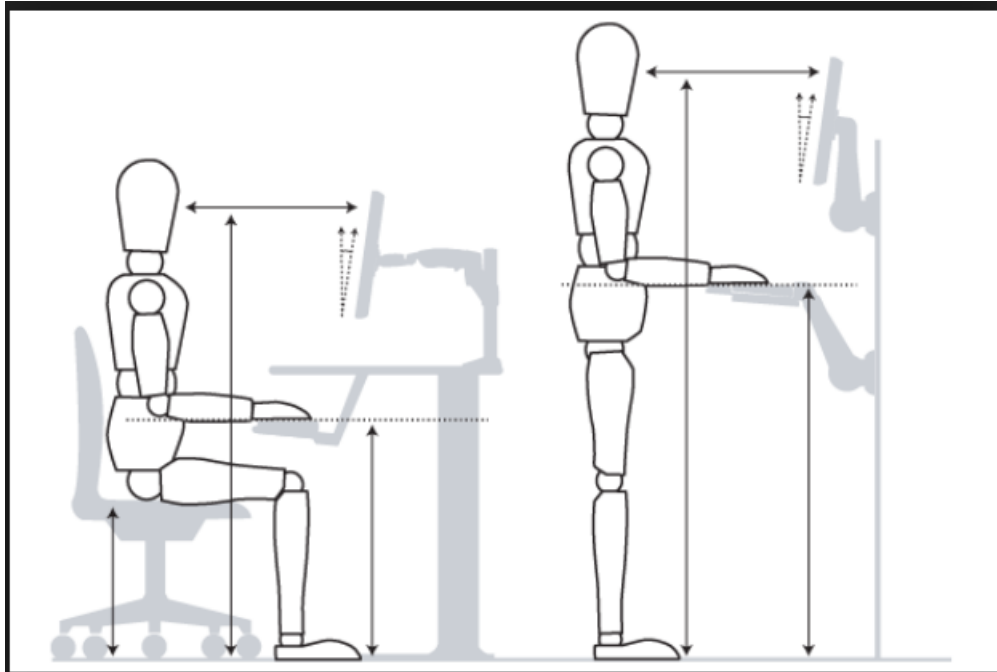
**Wrists** - in line with elbows, supported on the desk

**Bottom** - back in the chair to maximise lumbar support

**Hips, Knees and Ankles** - at 90 degrees

**Feet** - Flat on the ground, or on a footrest

# Ergonomic Computer Workstation Setup



## Your Workstation:

### Monitor

- Raised such that the top of the monitor is level with your eyes. Use a monitor stand, or even reams of paper.
- If you wear glasses with graduated lenses, then monitor should be lower, allowing viewing of the screen without tilting your head.
- Distance from the screen - position the monitor such that you can reach out and just touch the screen with your finger tips.
- Align the monitor such that it is directly in front of your body.

### Chair

- Height - adjust the height for optimum positioning of your elbows/forearms. A footrest may be required if your feet are not flat on the floor.
- Backrest - adjusted to an angle of 90-110 degrees for optimum support at the lower back. Also raise or lower the backrest to support just above your beltline.
- Armrests - may need to be lowered or removed to allow the chair to roll under the desk

- Seatpan - large enough to support the thighs without causing pressure behind the knees. Can be tilt adjusted slightly forward for comfort.
- Faulty/broken chairs should be repaired or replaced.

### **Keyboard and Mouse**

- Align the G and H keys with your nose
- Mouse close to the keyboard to minimise reaching
- Consider a gel wrist support for your keyboard or mouse (especially for those with smaller hands)
- For those with wrist or hand issues, there is a range of different styles in keyboard and mouse that may provide more comfort.

### **Desk**

- Organise your desk so that you have a clear workspace
- Arrange frequently used items closer to the keyboard to minimise reaching
- Drawers can be moved from side to side to allow adequate legroom. Also move items stored under the desk so that you can sit in front of your monitor with adequate leg room.

### **Laptops**

- Use a laptop stand to raise the level of the screen. Alternatively, use an external monitor
- Use an external keyboard and mouse

### **MOVE**

- Move regularly. The longer you sit, the worse your posture becomes.
- Set an alarm on your phone, or book appointments with yourself on your computer software to remind you to stand and move around
- Use a printer in another room
- Use someone else's rubbish bin
- Get a drink
- Go to the toilet
- Walk to someone else's desk for a conversation rather than sending an email
- Go for a walk at lunchtime.

### **Pause Gymnastics**

- Talk to your physio about exercises that can be done in the office
- These do not have to be disruptive to work and do not have to look (very) silly
- Simple exercises can provide pain relief and will certainly improve your posture.