Office Ergonomics

STEPS FOR PROPER ADJUSTMENTS

Allsteel®

STEP 1

Start with an ergonomic chair

Adjust your ergonomic chair to fit your body:

MONITOR POSITION
Arm-length away
Top of monitor at eye level
Monitor directly in line

ARMRESTS
Straight wrist postures
Wrists not resting on worksurface edge
Relaxed shoulders

Lumbar curvature supported

RECLINE TENSION
Allow movement

SEAT DEPTH
2-3" of clearance behind knee

SEAT HEIGHT
Hips at or above knee level
Knees bent to 85-110 degrees
Feet stable on the floor

STEP 2

Move your chair to your worksurface

STEP 3

Consider the following:

- **WORKSURFACE HEIGHT**
- **KEYBOARD POSITION**
- **MONITOR POSITION**
- **LIGHTING**
- **ORGANIZATION OF WORK AREA**

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WORKSURFACE HEIGHT

Is there is a mismatch between chair height and worksurface height?

TALL STATURE

Knees do not fit under worksurface when chair is adjusted to the proper height for body

A **height-adjustable table**, such as **Altitude®**, will allow for elevation of the desk to the proper height for the user.

SMALL STATURE

Worksurface is too high when chair is adjusted to proper height for body

"I like to adjust my chair height so my feet are on the floor, but then I experience awkward postures of my upper body as I try to use my keyboard and see my monitor."

"I like to adjust my chair height so my upper body is at the proper height to reach my keyboard and see my monitor, but then my feet do not touch the floor."

A **height-adjustable table**, such as **Altitude®**, will allow for the desk to be lowered to the proper height for the user.

Provide a **keyboard tray**. The keyboard tray should support the keyboard and mouse at a height and angle that encourages neutral postures of the wrists and arms. A **monitor arm** may also be required to allow for proper vision of monitor (see monitor arm points on following page).

Provide a **footrest** to allow proper support and movement of the feet and legs.

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KEYBOARD POSITION

Is there is a mismatch between armrest height and keyboard height?

A **keyboard tray** should be provided. An ergonomic keyboard tray will allow the user to adjust the keyboard and mouse to the proper height for his or her body, regardless of worksurface and armrest heights. A tilting mechanism can reduce contact stresses on the wrists and allow for neutral postures of the hands and arms during typing.

MONITOR POSITION

Is there is a mismatch between monitor height and eye height?

A **monitor arm** should be provided to allow the user to adjust the monitor to the proper height, angle, and position to minimize eye, neck, and shoulder stress. Monitors should be positioned to allow for neutral neck postures, a slight downward gaze of the eyes, and should be about an arm's length away (depending on visual acuity).

LIGHTING

Is lighting insufficient for work?

Due to reduced visual acuity, individualization of lighting schemes would be advantageous

Simultaneous work with computer monitors and paper materials results in glare

Include **task lighting**, such as **Link™** or **Wand™**, to create dual-source lighting schemes which can ensure flexibility to accommodate personal requirements and different work tasks.

ORGANIZATION OF WORK AREA

Are cluttered paper and work materials limiting desk space?

Numerous tools are available to help gain more workspace. **Monitor arms** elevate the monitor, leaving more worksurface space for workers. **Keyboard trays** can act as an extension of the worksurface. Various **organization work tools** can be used to create an organized, less cluttered workspace.

This presentation is for general educational and informational purposes only. The guidance given could help reduce the risk of injury, but will not necessarily prevent all possible injuries. It is not intended take the place of professional medical advice, diagnosis, or treatment. Individuals should present specific medical questions to their healthcare providers.