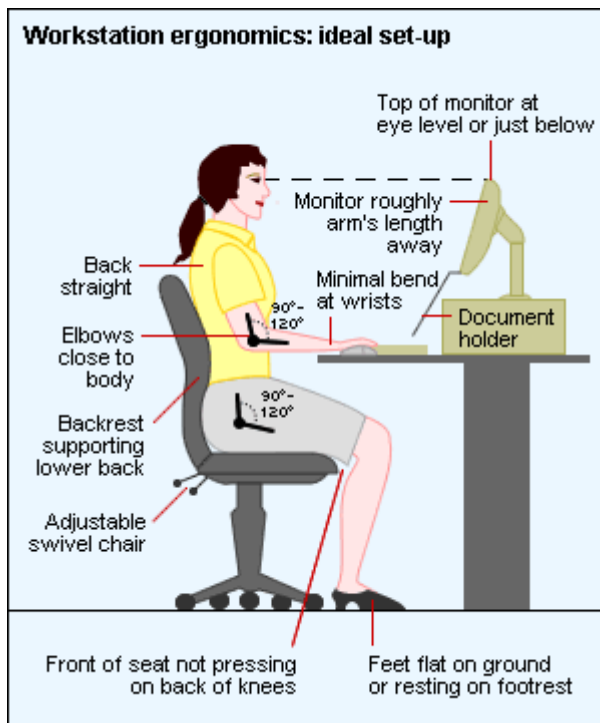


Office Ergonomics – The Basics of How to Setup Your Computer Workstation

Task Chair – set the height so that your feet are flat on the floor, and thighs are parallel to the floor (hips and knees at the same height; 90 degree bend in the knee). Note – if your shoe heel height varies, so to should your chair height.

Keyboard Tray – most individuals need a keyboard tray. Tray height should be set with shoulders relaxed so that the tray sits at an elevation allowing the forearms to be parallel to the floor (90 degree bend in the elbow). The keyboard should sit flat on the tray (keep the back feet down), and if the tray allows it, it should have a slight negative tilt to it (fingers lower than wrist). Position the keyboard on the tray so that the G / H keys match your body centre line.

Monitor(s) – for non-bifocal users, the top 1/3 of the monitor should line up with your eye level. Bifocal users require the monitor lower. For single monitor users, the middle of the monitor should line up with the body midline. If you are using dual monitors, place them in such a way that where the majority of your visual attention is spent lines up with the body midline. This may mean placing the seam of the two monitors in line with the body midline or one monitor may be more central than the other if use of the two monitors is not equal.



<http://www.mydr.com.au/pain/office-ergonomics-workstation-comfort-and-safety>

Footrests – if at the lowest chair elevation setting, your feet are not fully flat on the floor, you may need to add a footrest.

Document holders – these are great tools if you are transferring a lot of information from paper into the computer. In-line document holders that sit between the keyboard and the monitor.

Standing Workstations – the same principles apply for standing workstations as seated ones. The keyboard height should be set so that elbows are 90 degrees and the monitor height should be set to the top third of the monitor.

Alternate between standing and seated positions, using a 1 to 1 ratio at approximately 30 minute intervals.

Laptops should be used with external peripherals and an external monitor or laptop stand when being used at a desk for extended periods of time.

For further information, please visit the Safety Office Ergonomics webpage at

<https://uwaterloo.ca/safety-office/programs-and-procedures/ergonomics/office-ergonomics>

Or contact the Safety Office directly – Andrew Scheifele, Senior Safety Officer, extension 36359