Ergonomic Self-Assessment

How to assess your work-station and make simple changes for an ergonomic set-up
Workstation Adjustments

Your workstation layout should fit your height, reach and the way you work.
Chair Adjustments

This is the first and most important adjustment

- Adjust the lumbar support to the curvature of your back
- The seat edge should be 1-3 inches from the back of your knee
- Your hips and knees should maintain 90 degrees while seated
- Feet should be flat on the floor or flat on a footstool
Desk Adjustments

- It does not matter if the keyboard is on a keyboard tray, on top of your desk, or on an adjustable desk (sit/stand) the important thing is that it is at the correct height for you.
- Make sure your elbows are always in line with your keyboard. Not higher or lower.
- Make sure your shoulders are relaxed and not hunched.
Desktop Work Area

- Your primary work area should only have those items you use the most.
- Do not deviate from a neutral posture (green zone) to reach for those things that you constantly use.
- Things that you use now and again should go into your secondary zone (orange zone).
Keyboard Placement

- Make sure your elbows and arms are close to your body when using your keyboard
- Make sure your wrists are straight when typing
- Your wrists should not be bent forward or backward
Mouse Placement

- Your wrist should always be straight when using a mouse. Your wrist should never be bent to the left or right.
- Make sure your mouse is at elbow height.
- Make sure your mouse stays in the green zone. (reference desktop work area zones)
Monitor Placement

- Your monitor(s) should be directly in front of you. You should not have to move your head or neck up or down to see your screen(s).
- If you have two monitors, you should be able to view them by moving your eyes side to side and not your head.
- Your monitor placement should be about an arm's length (+/- 1 inches from your fingertips) from your body.

Placing your monitor in a good position will prevent neck and upper back discomfort
• Document holders help alleviate neck and eye strain.
• Reference documents should never be placed flat on your desk.
• Either place your document holder between your monitor and keyboard – directly in front of your body or place the document holder adjacent to your single monitor and at same height as the monitor.
• Never add a document holder adjacent to a monitor if you have multiple monitors.
<table>
<thead>
<tr>
<th>Number</th>
<th>Part of the Body</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Elbows</td>
<td>Above the desk, at 90-110 degrees</td>
</tr>
<tr>
<td>2</td>
<td>Shoulders</td>
<td>Relaxed as opposed to hunched</td>
</tr>
<tr>
<td>3</td>
<td>Wrists</td>
<td>In line with forearms</td>
</tr>
<tr>
<td>4</td>
<td>Hips, Knees, Ankles</td>
<td>At 90 degrees whilst seated</td>
</tr>
<tr>
<td>5</td>
<td>Feet</td>
<td>Flat on the ground or footrest. For prolonged standing, consider a mat</td>
</tr>
<tr>
<td>6</td>
<td>Head</td>
<td>Upright with ears aligned with shoulders</td>
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<tr>
<td>7</td>
<td>Eyes</td>
<td>Looking at the top third of the screen. Consider the use of a laptop raiser with your laptop</td>
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<tr>
<td>8</td>
<td>Seat length</td>
<td>Should be long enough to provide support beneath thighs</td>
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<tr>
<td>9</td>
<td>Backrest</td>
<td>Angled at 90-110 degrees with adequate lumbar support in line with lower back</td>
</tr>
<tr>
<td>10</td>
<td>Keyboard and Mouse</td>
<td>G and H of keyboard aligned with your nose. Mouse gripped loosely</td>
</tr>
<tr>
<td>11</td>
<td>Laptop</td>
<td>Used with a riser, external keyboard and external mouse</td>
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