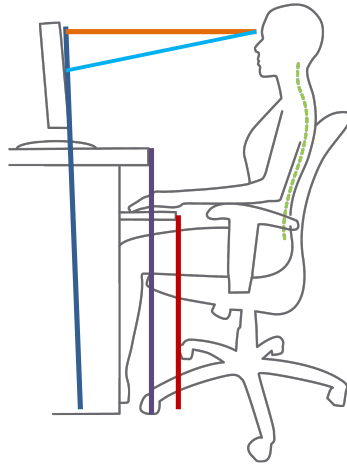


OPTIMAL WORKSTATION SET UP

Optimize Your Workstation set up

The Canadian Standards Association guidelines recommend a neutral posture.



A neutral posture ensures that spinal curves are maintained:

- Ears should be aligned with shoulders and hips.
- Thighs should be parallel to the floor and feet supported on the floor or a footrest.
- Shoulders should be relaxed with arms by your side
- **Keyboard & armrests:** positioned under seated elbow height; shoulders relaxed
- **Desk height:** 1.5-2" above seated elbow height
- **Monitor height:** top of screen at seated eye level or slightly below (**If Progressive lenses:** lower the screen by 5-6" to maintain a neutral neck posture. Screen about 24" from your eyes)
- **Monitor Distance:** <30" from eyes at comfortable distance (no forward lean to read)

Seat Check

- **Seat Depth:** Place hips well back in the seat so your back is in contact with chair back. Check for a lever under the seat to shorten/lengthen seat depth if needed. Should have 1-2" of space between the calves and the seat.
- **Seat height:** Raise or lower chair so your thighs are parallel to the floor or hips slightly higher than knees. A footrest can be used if keyboard and desk surfaces are higher.
- **Backrest:** Raise or lower the backrest so the curve of the backrest supports your low back curve. Adjust the angle of the backrest relative to the seat to your comfort (90-110 degrees is common).
- **Seat Tilt:** Release the lever that allows the chair to rock or be locked in a slight recline (push down on lever to lock). Level of resistance is controlled by a knob under the seat.
- **Arm rests:** Raise or lower arm rests so your shoulders are relaxed (just under seated elbow height). Position close to you to prevent reaching.
- **Position chair close to keyboard** to avoid reaching.



TIPS

Copyholder: If referring to hard copy, use a copyholder.

Stretching: Stand up and do 1-2 stretches every 30-60 minutes

Phone: If phone use is frequent, use a headset.

Produced by: