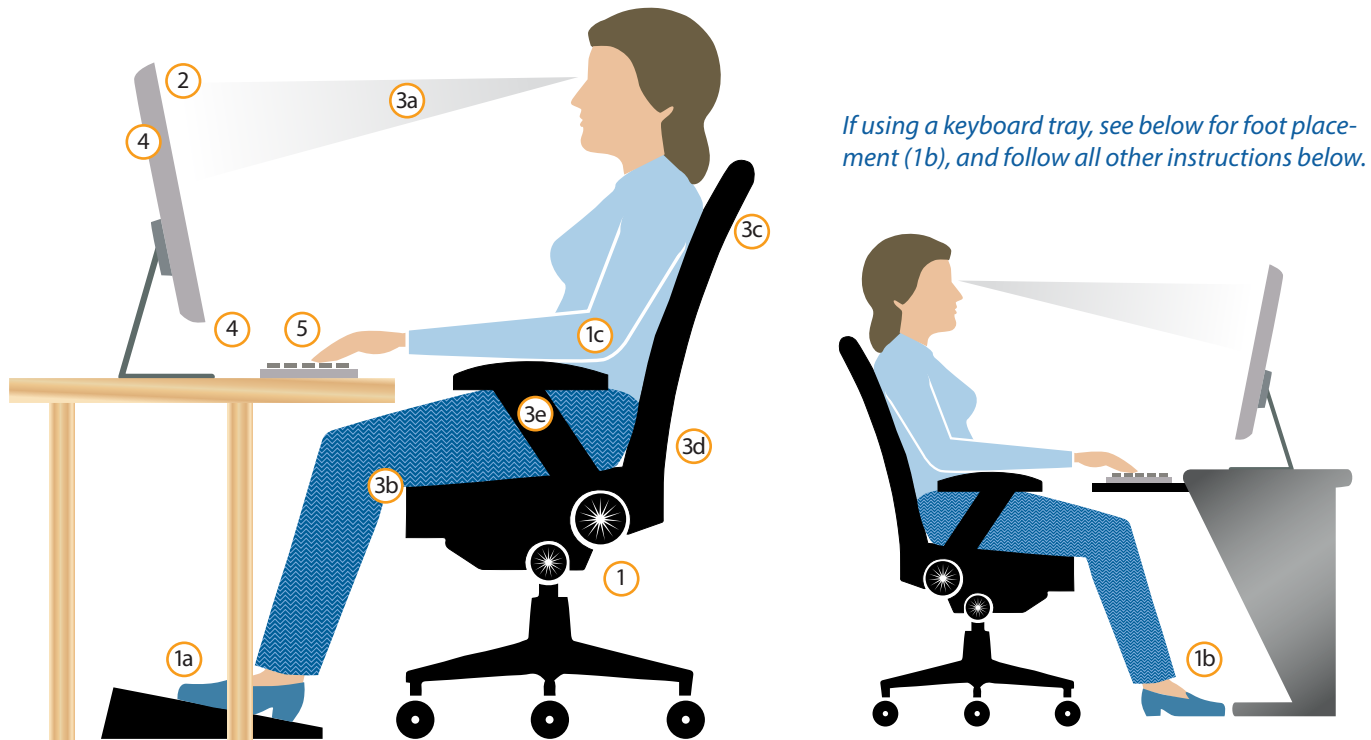


# BETA Office Ergonomics: Sitting Workstation



*If using a keyboard tray, see below for foot placement (1b), and follow all other instructions below.*

## HOW TO SELF-ADJUST YOUR SITTING WORKSTATION

1. Begin by adjusting your chair height using your chair's knobs and/or levers until your arm and wrist are in-line with your keyboard.
  - a If your feet don't sit flat on the floor, use a footrest to bridge the gap.
  - b If using a keyboard tray, adjust the chair so your feet are flat on the floor.
  - c The angle at the elbow should be in the range of 70-135 degrees (approx. 135 degrees is pictured).
2. Adjust the monitor height so that your eye level falls within the top 1/3 of the monitor as pictured. You can use a book(s) or a ream(s) of paper (or a monitor stand if available) to elevate the monitor if it lacks adjustability. If you wear bifocals or trifocals, lower the monitor so you can see out of your glasses without tipping your head or neck back.
3. Start the next steps by sitting back in your chair so your back and shoulders are resting on the backrest:
  - a The monitor distance should be 20-39" away from your eyes.
  - b The back of the knees should have 2-3" of space between them and the front of the seat-back edge.
  - c A slight chair recline is best (5-10 degrees is pictured). Some chairs have an adjustment lever that locks the position into place. Others have a tension knob (usually under the chair in front) that adjusts to support your body weight when you lean back.
  - d Adjust the chair back up or down to fit the curve in your low back for lumbar support.
  - e Adjust the arm rests to support your arms and wrists in-line with the keyboard. Shoulders should be relaxed, not elevated. Some armrests adjust in and out as well.
4. Position documents directly in front of you between the monitor screen and keyboard (using a stand if available). Side placement is acceptable if there is not enough space, or if you are using a single monitor.
5. Place the mouse on the same level as the keyboard.

***Now that your chair, monitor, keyboard, mouse and documents are in place at your ergonomic workstation, remember to check your posture while working and take pauses, breaks, and move throughout the day.***

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## Key tips:

- **Standing work surface:** Adjust your arm height first. Lower the desk and use a regular chair when seated as a stool will cause back strain due to your feet being unsupported.
  - **Multiple monitor adjustment:** Place monitors side-by-side and pull the outer sides inward into a slight “V” shape. If you use one monitor more than the other, center it slightly more towards the middle to keep your head and neck from constantly turning. You can also turn your chair slightly as you look at the screen to keep your neck in a neutral position so that your head is balanced directly over your spine.
  - **Seat depth adjustment:** If your chair has a “seat slider” that can adjust the depth of the seat find the lever (usually located under the front edge of the chair) to adjust the seat depth. If your chair doesn’t adjust or you are unable to sit back fully, or the seat presses against the back of your knees, you may need a chair with a shorter seat. As a temporary measure, a pillow or back roll can be utilized to push you forward on the seat.
  - **Chair height adjustment:** The adjustment lever can be found on most chairs on the back or side of the backrest. Some chairs “ratchet” up and down by increments by pulling up on the backrest.
  - **Lumbar support adjustment (up or down):** Locate the lever on the back or side of the backrest; or “ratchet” up or down in increments by pulling up on the backrest.
  - **Adjustments for varying heights:**
    - *If you are taller (over 6’2”)* and your knees hit the bottom of the desk, you may need a height-adjustable work table to provide additional legroom. Some desks can be extended.
    - *If you are shorter (under 5’2”)*, you may need a chair that can provide elevation so your arms will be level to your work surface along with an elevated footrest (if needed). Another option is a keyboard tray to provide a lower work surface (but first test to see if the monitor can be adjusted so you can see well and keep your neck in a neutral position so that your head is balanced directly over your spine.
  - **Adjustments for varying body sizes**
    - For workers with smaller body frames, some keyboards are too wide. If your work permits, you can use a keyboard without the number pad to keep your mouse closer to you. You can also try using your left-hand to operate the mouse.
    - For workers with larger body frames, a bigger chair may need to be considered if you have any difficulty getting in and out of the chair or if your legs and hips are not adequately supported.
  - **Gel pads:** If the edge of the work surface is sharp (not rounded) and causes pressure on your wrists, consider placing a gel palm pad in front of your keyboard. Generally a “mouse rest” is not advised because it can create additional pressure on the wrists.
  - **Bifocal-Trifocal use:** If you use bifocals or trifocals and most of your work is at the computer, you may want to consider investing in a one-focal distant prescription for close-in computer work or even a pair of reading glasses.
  - **Headset usage:** Headsets should be used with your phone to protect your neck in the following situations: you talk on the phone more than 25% of your day, you have long phone conversations/meetings that last over 20 minutes, or if your job requires keying and talking at the same time. For those with the ability to have a private conversation, the speakerphone function can substitute for a headset. The use of a phone cradle attached to the receiver is not advised.
  - **Relaxing muscles:** Take your hand off the mouse and keyboard while reading emails, text or other material to relax your muscles. The static tension of gripping the mouse doesn’t allow the muscles and tendons to rest. They need frequent “micro-breaks” to allow blood flow to the hands, wrists, and arms. Additionally, look away from the monitor occasionally and focus on an object in the distance to help relax your eye muscles.
  - **Postures:** Remind yourself to sit back fully in your chair while you work so that your shoulders touch the backrest. Pull the monitors closer to you so you are not straining forward to view them. Leaning forward without support can cause neck, upper back and shoulder issues.
- Check your posture throughout the work day. The goal of good posture is to go home feeling as good as you did when you started your day.