

Checklist

- Chair supports lower back
- Feet flat on floor or on footrest if seat is too high
- Elbows bent at about 90 degrees, with wrists straight
- Top of screen at or just below eye level, arm's length away
- Keyboard and mouse close by
- Take breaks and stretch every 30-60 minutes

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Department of
Physiotherapy

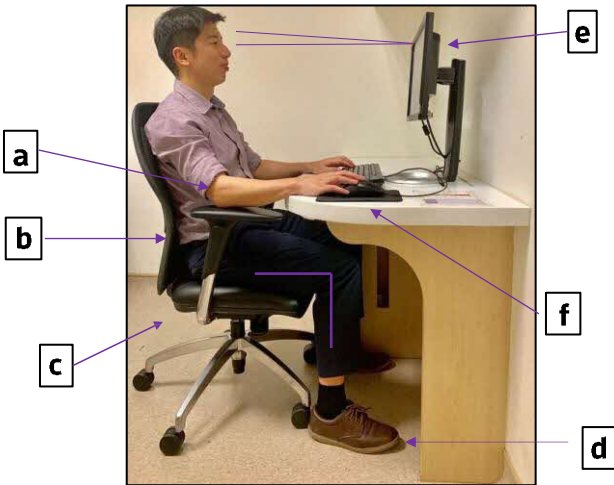
Office Ergonomics



What is Ergonomics?

Ergonomics is the science of setting up your workspace, so you feel comfortable and reduce pain or injury. Good ergonomics can help to reduce neck and back pain resulting from sitting in awkward positions for long periods and doing the same movements repetitively.

Setting Up Your Workstation



A: Forearm Position

- Adjust your chair height and desk height so your elbows bend at about 90 degrees and your forearms are parallel to the floor.

B: Chair Setup

- Your chair should provide sufficient support for your lower back. Add a cushion or lumbar roll [a small pillow that supports the curve of your lower back] behind your lower back if your chair does not give enough support
- If your chair has armrests, adjust them so they do not stop you from pulling your chair close to the table

C and D: Sitting Position

- If you can adjust your seat depth, make sure there is a small gap (about 2–3 fingers width) between the back of your knees and the edge of the seat.
- Keep your knees at hip level or slightly lower than your hips.
- Rest your feet flat on the floor. If your feet cannot reach the floor because your seat is too high, use a footrest.
- Make sure there is enough room for your legs under the table.

E: Monitor and Document Holder

- Place the top of your screen at or just below your eye level (about 10 degrees down). If you wear bifocals [glasses with two different lens strengths], position the monitor slightly lower.
- Keep the monitor about an arm's length away from you.
- Position any document holder at the same height and distance as the monitor.

F: Work Surface

- Make sure there is enough space for your equipment (e.g. monitor, keyboard and documents).
- Keep items you use often close to you.
- Use your whole forearm to move the mouse or any input device. Do not use only your wrist.
- Type gently to avoid strain.

Make Your Workspace Comfortable

- **Reduce Glare:** Turn off some lights and use window shades or anti-glare screens.
- **Control Airflow:** Move air vents so air does not blow directly on you
- **Use Soft Lighting:** Choose matte (not shiny) surfaces to reduce light reflection.

Healthy Work Habits

- **Stretches:** Do one to two neck and shoulder stretches every 30–60 minutes.
- **Change Positions:** Avoid staying in the same position for long periods or doing the same movements repeatedly.
- **Take Breaks:** Remember to stop and rest from your computer and other devices throughout the day.