

Computer Workstation Setup

Step 1: Chair

Push your hips as far back as they can go in the chair.
Adjust the seat height so your feet are flat on the floor and your knees are equal to, or slightly lower than, your hips.
Adjust the back of the chair to a 100°-110° reclined angle.
Make sure your upper and lower back are supported. Use inflatable cushions or small pillows if necessary. If you have an active back mechanism on your chair, use it to make frequent position changes.

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Selecting a Chair

Consider your work tasks, and your body size and shape, when choosing a chair. A single size or type of chair is not appropriate for all tasks, and cannot suit all body shapes and sizes. When you sit to perform a task, your spine is most comfortable when it's in "neutral posture", a slightly reclined sitting position. The following adjustment options can help you maintain "neutral posture".

Seat

Height: Seat height should adjust to fit the height of the user and/or the work surface.

Tilt: The seat should adjust at a variety of angles to allow for changing positions and

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Width: Inward and outward adjustment provides additional personal fit. This is especially important with large and small stature individuals.

Pivot: Pivoting armrests provide both width and angle adjustment of the armrests.

Step 2: Mouse & Keyboard

An articulating keyboard tray can provide optimal positioning of input devices. However, it should accommodate the mouse, provide leg clearance, and have an adjustable height and tilt mechanism. The tray should not push you too far away from other work materials such as your telephone.

Pull up close to your keyboard.

Position the keyboard directly in front of your body.

Determine what section of the board you use most frequently, and readjust the keyboard so that section is centered with your body.

Adjust the keyboard height so that your shoulders are relaxed, your elbows are in a slightly open position (100° to 110°), and your wrists and hands are straight.

The tilt of your keyboard is dependent upon your sitting position. Use the keyboard tray mechanism, or keyboard feet, to adjust the tilt. If you sit in a forward or upright position, try tilting your keyboard away from you at a negative

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Step 3: Monitor, Documents and Telephone

Incorrect positioning of the screen and source documents can result in awkward postures. Adjust the monitor and source documents so that your neck is in a neutral and relaxed position.

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