



Workstation Ergonomics

MONITOR

Adjust distance and height: top of the monitor at eye level and slightly tilted. Or lower if you wear bifocal or transition lenses.

CHAIR

Adjust chair height so forearms and thighs are almost parallel to floor. Back of chair upright so the ears, shoulders and hips are aligned. Feet on floor or on a foot rest so hips are slightly higher or level with knees.

KEYBOARD / MOUSE

Shoulders relaxed and elbows close to body. When hands are on keyboard, elbows should be slightly higher or level with the wrists. Wrists are in a neutral position (not bent).

MICROBREAKS

Stand up, stretch comfortably, or walk about every 60 minutes. Eye breaks; Look away from screen every 20 minutes, focus on something 20 ft away for 20 seconds.

