Office Ergonomics Basics
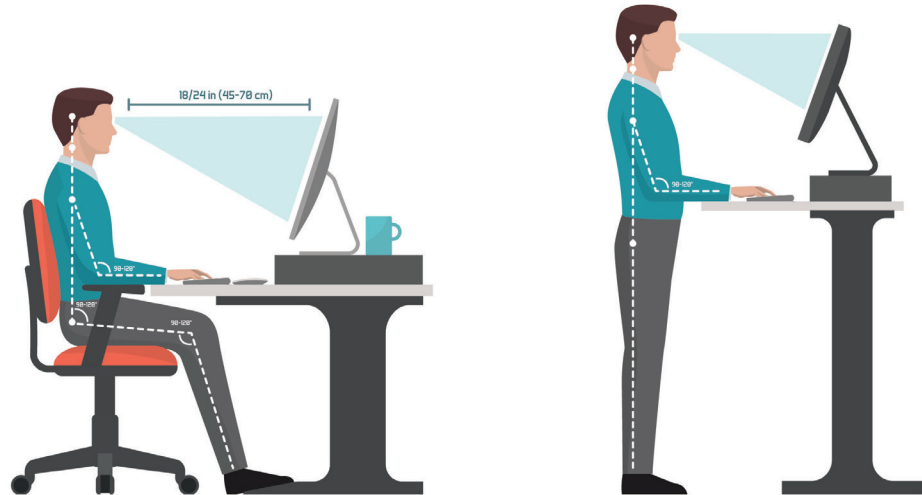
This graphic illustrates neutral seated and standing postures for your computer workstation.

Head, Neck and Eyes	• Position your monitor about an arm's length away • Adjust the monitor height so the top of the viewing area is slightly below your eye level; this height should be decreased for bifocal users • Place the document holder at the same height as the monitor's viewing area, or in line with monitor
Back & Shoulders	• If seated, make sure to select a chair with lumbar support that adjusts to fit your lower back • Arms should rest at the side of your body while using the keyboard • Place the mouse next to the keyboard, at the same height
Elbows & Forearms	• Your elbow should be bent between 90 – 110 degrees • Ensure the keyboard is positioned slightly below your elbow height • If seated, lower or remove arm rests during typing tasks to prevent elevation of arm/shoulder
Hands & Wrists	• Keep your wrists straight while typing by placing the keyboard/mouse slightly below elbow height • Place wrist rests so they do not contact your hands or wrists while typing • Hold the mouse with a relaxed grip during use and relax hand while not in use • Depress the keys lightly and remove your hands from the keyboard when not typing • Flatten the feet on the underside of your keyboard to minimize wrist bending
Lower Extremities	• If seated, adjust the seat pan to fully support your upper legs, allowing space for 2-3 fingers between the back of the knee and the front of the seat • Position your knee joint angle between 90 – 110 degrees with feet resting flat on the floor or footrest • If standing, use anti-fatigue matting or anti-fatigue insoles/shoes for additional comfort • You can also prop one foot up on a footrest and alternate between legs

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