

Ergonomics Workstation Card

THE CHAIR

- Adjust the backrest of your chair for better lumbar support. If your chair's lumbar support is not adjustable, you can use a rolled-up towel or a back support cushion.
- The back of your chair should be adjusted slightly backward to 95-125 degrees in order to reduce strain on your spine and ligaments. Adjust your armrest so they are out of the way while at your computer allowing for a neutral arm position.
- Adjust your chair height so that your feet will rest flat on the floor. Make sure that you adjust your monitor and keyboard accordingly so you can sit down at this level.
- If you are unable to move your monitor or keyboard low enough, purchase an elevated footrest to reduce strain on your neck and back muscles when you are seated higher.



THE MONITOR

- Position your monitor so that the top inch of the visible monitor screen is level with your eyes. If you lean back while working, adjust the monitor lower to accommodate your more typical seated position.



- Position the monitor so that the screen is 90 degrees to your line of vision. If you find yourself squinting your eyes or leaning forward in your chair to see the screen, move the monitor closer to you.
- Proper monitor positioning is essential to avoid eye strain. When seated comfortably, the distance to the monitor should be such that you can see the screen clearly without needing to squint or lean forward.