



Office Ergonomics

Posture: maintain a 'neutral position' = Ears over shoulders....Shoulders over hips.

Chair Height: position chair so your thighs are parallel with the floor and your feet are resting comfortably on the floor.

Chair Back: adjust chair back so the curve of the chair back provides support to the inward curve of your lower back.

Seat Depth: allow two to three fingers between the back of your knees and the front edge of the seat.

Arm Rests: adjust the height so your elbows are by your sides with your forearms roughly parallel to the floor.

Keyboard Tray: the height should allow straight alignment of your hands, wrists and forearms.

Monitor Height: position top of the monitor at or slightly lower than your eyes when sitting back in your chair.

Monitor Distance: start with the monitor about an arm's length away and then adjust accordingly.



Controlling Glare: do not locate a monitor directly in front of a window, or have a window directly behind you as you look at the monitor.

Adjust the monitor's controls for brightness and contrast.

Tilt or move the monitor so it does not reflect light.

Adjust blinds or shades on windows.

Lower the general level of light in the work area and use task lighting.