

# Office Workplace Ergonomics & Set up for Home and Work



## Desk

- Height is often unchangeable.
- Position yourself with chair height to suit your desk height.
- Will need to support feet with foot rest if not on ground.
- Align yourself so upper body and head are stacked on lower body without muscle tension- use relaxed postural alignment.
- Do not lean forward or backwards.

## Desk Organisation

- Keep document space between keyboard and screen.
- Keep commonly used equipment within easy access (don't overreach) e.g. phone
- Use document stand to maintain head and neck posture.

## Chair

- Hips sit slightly higher than knees.
- Good supporting chair is essential.
- Must have adequate lumbar support.
- Chair height to allow arms to be parallel with desk height.
- Keep bottom back in chair and relax butt muscles.
- Don't lean backwards and have neutral spine.
- Chair arm rests not required.

## Monitor

- Keep directly in front of worker so you do not need to rotate neck.
- Position eyes at the top 1/3 of screen.
- Keep Monitor approx 50cm from worker.
- Turn chair if using 2 monitors to face monitor in use. (don't just turn neck)

## Foot Rest

- Feet firmly on ground or use foot rest if set up doesn't allow feet on ground.
- Feet on ground keeps posture maintained and helps to keep buttocks back in chair, and relaxed.

## Mouse and Keyboard

- Forearms parallel to floor and fingers/ hands resting on keyboard.
- Wrists, elbows, and shoulders relaxed.
- Keyboard 10-20cm from desk edge so wrists can rest on desk or wrist support.
- Mouse adjacent to keyboard (no reaching).
- Forearm and wrist relaxed on mouse.

### GOOD SITTING POSTURE

- Use lumbar support built into chair or add a lumbar roll to maintain a gentle tilt forward of pelvis and curve or lordosis in lower back.
- Do not lean backwards over support.
- Allow upper body "to stack" on lower body.
- Keep upper back relaxed but NOT slumped.
- Change position regularly- GET UP & MOVE.

### STANDING WORKSTATION POSTURE

- Same monitor and keyboard/ mouse principles of eyes at top 1/3 of monitor and wrist/ arms/ hands relaxed on keyboard and mouse.
- Desk height adjusted so arms are parallel with desk height.
- Keep knees soft and weight evenly distributed through mid part of both feet (Not the back of your heels, and do not lock your knees).
- Keep pelvis and lower back relaxed and neutral.
- Stack upper body on pelvis and rely on good 'postural core stability' so you don't tense upper back to stabilize