

HHSA Safety

Ergonomic Tips:

Ergonomic Desk Setup

This guide is designed to assist you while setting up your ergonomic workstation. The goal is to set up your workstation so that you can work in a neutral posture with your muscles relaxed. If you need any assistance with your workstation or feel that you may need additional equipment please inform your supervisor and DHRO.

Chair

- Feet are able to be flat on the floor or a footrest and have a 90-degree hip to knee angle.
- Seat pan is adjusted so that there is a space of 1-2 inches between back of your legs and the front of the seat.
- Obstructions that contact your thighs are removed by either raising the desk or lowering the chair.
- Arm rests are at an appropriate height to allow your shoulders to be relaxed and not raised.
- The chair height, back tension, and tilt have been adjusted to help achieve comfort in your hips and knees. Sit back fully in the chair to provide maximum support. Minimize sitting on the chair's edge.
- If you tend to perch forward in your seat you may need a footrest. Using a footrest and raising your feet will allow you to utilize the chair's backrest.

Keyboard and Mouse

- The keyboard and mouse are at same height and flat.
- Laptop or computer has an external keyboard and mouse.
- While using a mouse, use your entire arm to move the mouse as opposed to only moving the mouse with your wrist (such as when waving hello).
- Elbows are at a 90 degree angle and rest comfortably at your sides, close to your body.
- Shoulders are relaxed, even, and not hunched.
- Mouse and keyboard are as close as possible to minimize arm extension.

Monitors

- The top of the monitor is no higher than eye level. If you wear bifocal lenses you may need to lower the screen further to keep your neck in a neutral posture.
- Monitor's distance is about an arm's length (18 to 30 inches) away.