5 Steps to Setting Up an Ergonomic Workstation

1 NEUTRAL SPINE

Feet on floor or footrest, hips level with knees and back supported on chair, ear in line with shoulders

2 ELBOW HEIGHT

Keyboard at or slightly below elbow height, mouse adjacent to keyboard, kayboard tray level or negative tilt

3 DESK HEIGHT

Desk height 1-2" above elbow height for desk work or at elbow height for keyboard use, raise chair if needed

4 MONITOR HEIGHT

Monitor aligned so first line of type is directly across or slightly below, eye height

5 ORGANIZE

Documents inline between monitor and keyboard, telephone and essentials within near reach

Standing Workstation Setup

Standing at your computer requires the same arrangement, only without the chair. A footrest or balance platform may be used for unloading and postural shift.