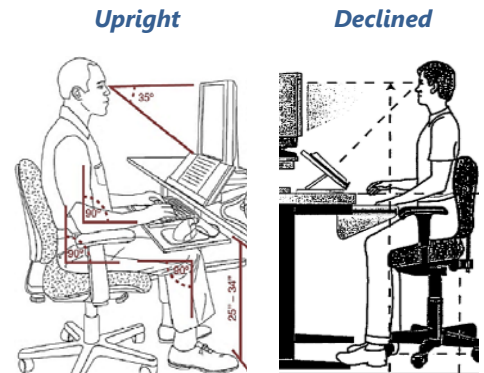


Make your workstation work for you!

Consult a health or ergonomics professional for individual needs.

Neutral Postures in Office Environments

Neutral postures can make workstations more comfortable by minimizing stress on the musculoskeletal system. Although each office worker's needs are different, experts usually recommend the two arrangements to the right. The "upright" position shows the seat and keyboard tray horizontal to the floor, whereas the "declined" position tilts them forward at a negative slope. A worker can also achieve neutral postures while standing using similar desktop/keyboard arrangements. A reclining position may be used with the keyboard tray flat or at a slight incline.



Ergonomic Settings, Exercises and Resources

Chair

Adjust chair height to keep feet flat on the floor or on a foot rest.

Adjust back height to support lumbar and curve of the spine.

Slide seat pan to a couple inches behind the knee.

Tilt back 100°-110° to keep an upright, but slightly reclined posture.

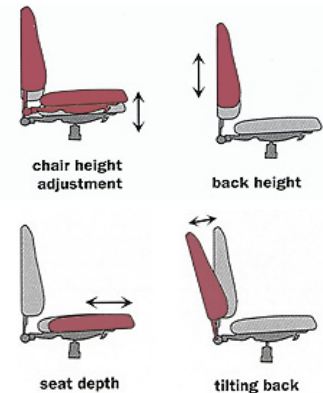
Set arm rests to elbow height. Retract or remove them if they restrict movement.

Positions – When:

Upright, keep the seat horizontal to the floor.

Declined, raise the chair a few inches and slope the seat forward about 8°.

Reclining, recline the seat back 10°-20° and extend feet slightly. Avoid neck strain.



Desk

Set about an inch or two below bent elbows. If desk height is fixed, try elevating your seat by

- using a declined position, or
- raising the chair height and using a foot rest.

Monitor

Angle perpendicular to sunlight or adjust blinds.

Favor one monitor and use the other less frequently.

Center on body.

Set top of screen at eye level.

Keyboard and Mouse

Set keyboard tray at elbow height on tray or desk.

Move keypad to center of body (use the "B" key).

Retract lifts ("feet").

Angle tray forward 5-10° for ideal setup. Or use flat setup.

Rest wrists lightly on a wrist rest when not typing.

Place mouse on same surface as keyboard.

Switch hands when mousing to reduce stress.

Peripherals

Place most used items within reach.

Wear headset while on the phone for long periods.

Set document holder in front of the monitor at a 35° angle, or alongside the monitor.

Organize reference materials for easy access.

Store items with adequate maneuvering space, inside pull-out drawers or on shelves. Place heavier items lower.

Exercises

(Consult a health care professional before attempting exercises.)

Perform every 20 minutes to one hour:

Look away from the monitor into the distance.

Vary tasks and seating positions to avoid repetition.

Stretch using shoulder shrugs, neck rolls, ankle rotations, leg and arm extensions, hand-shakes, & finger spreads.

Remember to keep an upright posture with shoulders back.

Relax and/or stand briefly to relieve hands, posture, etc.

Resources

[State ADA Coordinator's Office](#)

[Occupational Safety and Health Administration](#)

[National Institute for Occupational Safety and Health](#)

[Job Accommodation Network](#)

[Computer/Electronics Accommodation Program](#)

[USDA Target Center](#)

[Washington State Department of Labor and Industries](#)

[Cornell University Ergonomics Web](#)