Ergonomics

Adjusting and adapting your computer workstation

1) Your thighs should be parallel to the floor

2) Your feet should be flat on the floor or on a footrest

3) Back of the knees should be clear of the front edge of the seat.

4) Your lower and mid-back should be well supported. Adjust your backrest to ensure the lumbar support is positioned at your waist.

5) Shoulders should be relaxed and in line with your ears and hips.

6) Elbows should be flexed to 90°; upper arms remain close to your body.

7) Your wrists should be straight and your hands in line with your forearms.

8) The monitor should be at a comfortable reading distance (within 16” to 29”), and eyes should be in line with the top of the screen.
LIGHTING AND GLARE
To avoid glare and increase monitor screen visibility, you can:
• Reduce, eliminate or diffuse any overhead lighting that is reflected on your screen
• Position your monitor so that your line of vision is parallel to the window
• Ensure that the monitor screen has a light background colour and dark characters
• An antiglare screen should avoided unless other measures are not applicable.

SIZE AND POSITION OF THE MOUSE
• Place the mouse next to the keyboard and at the same height.
• Your mouse should be the proper size to fit your hand and be positioned directly beside your keyboard
• If you have a keyboard tray that is not wide enough to accommodate the mouse, consider the use of adjustable shelves that may be attached to the work surface or those that may extend the keyboard tray.
• Another option is to eliminate your keyboard tray by placing your keyboard and mouse on the work surface.
• Ensure your arms are close to your body while using the mouse.

WORK ORGANIZATION
Even the most comfortable posture should be changed periodically
• Tilt your chair seat and backrest to vary posture
• Take short breaks frequently to avoid prolonged static posture.
• Alternate work at the computer with non-computer tasks
• Adopt a work pace that is regular and reasonable for you.
• Periodically look away from the screen to a farther distance
• Stretch regularly and perform relaxation exercises.
• Most importantly, stand for at least 30 seconds ever 30 minutes