



SETTING UP YOUR WORKSTATION

Chair

- Check that you have a fully adjustable chair. The height, lumbar support and seat pan tilt should all be adjustable. Alternatively, you can sit on a Swiss ball – ensure it is an anti-burst ball.
- Adjust the height so when your hands are on the keyboard your shoulders are relaxed and elbows are at an angle of greater than 90°, ie. Elbows above hands and wrists.
- If your feet are then not well supported on the floor, get an adjustable footrest.
- The seat should be tilted forward 15° in order to encourage your lumbar curve. Often this adjustment is on the same lever as the lumbar support.
- Your chair should not have arms as they encourage you to lean onto them and don't allow you to get under the desk to get close enough to the keyboard.
- If your chair does not move freely over the carpet you should have a mat on the floor.

Computer Setup

- The monitor should be centralised to prevent any bending or twisting of your spine.
- Your eyes should be level with a point one third of the way down the screen. If it is too low then put it on some phone books temporarily and then purchase a monitor raise. If it is a flat screen make sure if you lift it it's stable.
- The monitor should be an arms length away from you.
- The keyboard should be on the edge of the desk and any raises on the keyboard should be down.
- If glare is a problem on your screen then tilt the monitor or purchase an anti-glare screen to eliminate glare.
- If you use a laptop it should be placed on a monitor raise and an additional keyboard and mouse should be used, so you can set up as set out above.

Mouse

- The mouse should be positioned as close to the keyboard as possible – your elbow shouldn't need to move away from the side of your body.
- Place your hand gently over the mouse, with flat fingers rather than extended or raised fingers.
- If you can, increase the speed of the mouse so it requires less wrist movement to use. Look in the control panel settings to do this.
- Learn to use the mouse in both hands to give your dominant hand a break.

Telephone

- Never cradle the phone between your ear and shoulder.
- If you need to use the phone and computer simultaneously then use a headset or speaker phone.

Documents

- If you refer to documents when typing you should use a document holder. There are two types, one which sits between the monitor and keyboard and one that sits beside the monitor. If you deal with bulky documents the one between the keyboard and monitor would be best.
- Some monitor raises have document holders that fold away when not required. This gives you more space.
- If you do a lot of reading or hand writing then you should use a tilted desk top. This encourages a neutral spine and prevents neck and shoulder strain from looking down for prolonged periods.

Layout

- Anything you use constantly should be within your elbow arc - ie can reach without moving elbow away from body
- Anything you use regularly should be within your shoulder arc - ie can reach without leaning forwards
- You should not be reaching up into high cupboards and down into low cupboards frequently

Movement Breaks

- Learn some easy and effective movements for the office from your Physiotherapist
- You should have movement breaks every 20-30 minutes.
- If you often forget why not set a reminder in your calendar
- Plan your day so that you vary your tasks throughout the day.

Don't forget that even with an ergonomically sound workstation setup you can still slouch if you have poor sitting habits.

Always be aware of your posture.