Office Ergonomics: Remember the Basics

- Reduce glare on work surfaces by decreasing overhead lighting and using window shades effectively.
- Place the screen so the part of the screen used most is 15° below your line of sight.
- Center the monitor and keyboard with your belly button.
- Use a document holder to place reference material as close to the computer screen as possible. It is best if documents can be placed in between the monitor and keyboard.
- Place the mouse and other input devices directly next to the keyboard, or over the number keys.
- If you have a wristrest, use it only while at rest. NEVER type while your wrists are on the wristrest.
- Keep your knees even with, or slightly lower than, your hips. It is best if your feet are flat on the floor. Use a footrest if the chair must be raised to achieve the correct keyboard height.
- Sit directly under the keyboard, close enough not to have to reach forward (i.e., your elbows should be in line with your shoulders).
- Sit with your head and neck in an upright position, even while you use the phone. Keep your shoulders relaxed and elbows close to your body.
- Adjust the keyboard and chair height to keep your hands, wrists, and forearms straight and parallel to the floor. Relax your shoulders and fingers.
- Select a chair that allows clearance behind your knees when your back is against the backrest. Adjust the backrest so it supports your low back.