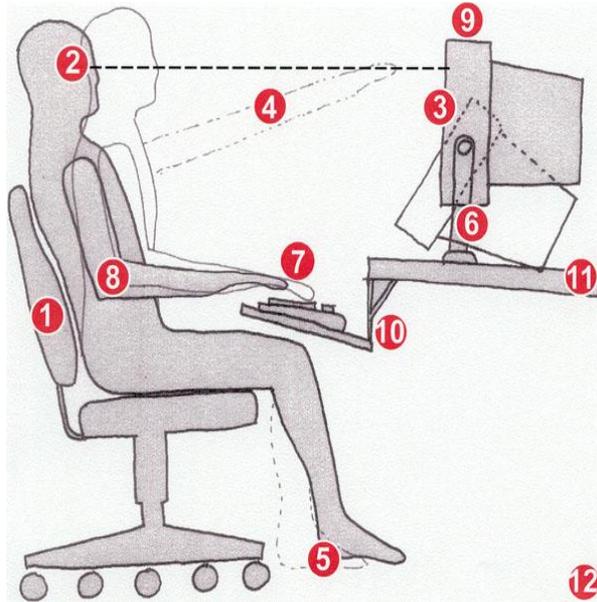# 12 TIPS FOR AN ERGONOMIC WORKSTATION

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12 TIPS FOR AN ERGONOMIC WORKSTATION

1. Use a good chair with a dynamic chair back.
2. Top of monitor casing 2-3" (5-8 cm) above eye level.
3. No glare on screen, use an optical glass anti-glare filter where needed.
4. Sit at arm's length from monitor.
5. Feet on floor or stable footrest.
6. Use a document holder, preferably in-line with the computer screen.
7. Wrists flat and straight in relation to forearms to use keyboard/mouse/input device.
8. Arms and elbows relaxed close to body.
9. Center monitor and keyboard in front of you.
10. Use a negative tilt keyboard tray with an upper mouse platform or downward tiltable platform adjacent to keyboard.
11. Use a stable work surface and stable (no bounce) keyboard tray.
12. Take frequent short breaks (microbreaks).