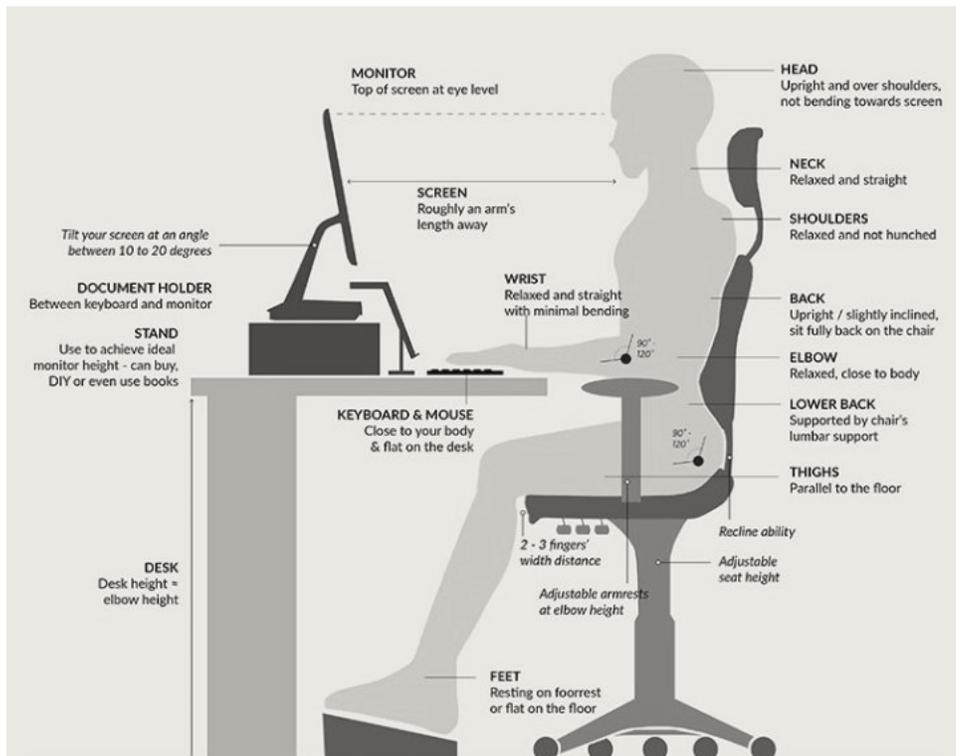# HOW TO SET UP AN ERGONOMICS WORKSTATION

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The image and the following tips provide a guide on how to set up a computer workspace to promote good posture and prevent injury.

- Sit upright against the back of chair to ensure lumbar spine is supported.
- Adjust height of chair so elbow and keyboard height are aligned.
- Maintain thighs and knees at the same height with feet flat on floor or on a footrest.
- Maintain two inches of clearance between the back of knees and the front edge of the seat.
- Adjust armrests to elbow height so shoulders are relaxed.
- Position keyboard and mouse at, or slightly below, rested elbow height.

- Place keyboard and mouse close to each other and to the edge of desk.

- Keep wrists straight by floating hands above keyboard when typing.

- Keep arms and elbows relaxed and close to body when using keyboard and mouse.

- Center monitor and keyboard in front of you.

- Set the top of the monitor at, or slightly below, eye level and within arm's reach.

- Tilt monitor screen at an angle between 10 to 20 degrees to minimize glare and promote better neck posture.

- Maintain adequate space under desks and work surfaces for leg and foot clearance.

- Follow the 20-20-20 Rule: Every 20 minutes, look 20 feet away, for 20 seconds.

- Take frequent short breaks (microbreaks).

Additional information on setting up a computer workstation is available below:

***CUErgo, Cornell University Ergonomics Web***
https://ergo.human.cornell.edu/ergoguide.html

***"Easy Ergonomics for Desktop Computer Users"***: **Cal/OSHA Publications**
https://www.dir.ca.gov/dosh/dosh_publications/ComputerErgo.pdf

**Various Resource Materials on Ergonomic: Cal/OSHA Publications**
https://www.dir.ca.gov/dosh/PubOrder.asp