Is your workstation set up properly?
Musculoskeletal injuries are mainly associated with the duration of:

- the inactive, static nature of computing tasks,
- improper positioning of the employee
- improper positioning and use of furniture and computer components.
Proper sitting positions:

- Angles or dimensions that are 'safe' are very difficult to specify.
It means a range of angles and dimensions, specific to an individual, who is constantly shifting to a new posture within these parameters and items placed at correct height in close proximity.
The provisions of furniture and equipment, adjustable to fit the variations in human size are very important.
Of greater importance is the fact, that **without** proper training, an employee can still use a proper workstation **incorrectly**
The EHS office provides workstation assessments.

It includes training to make employees aware of hazards which may contribute to a musculoskeletal injury.
The EHS advisor, carries out the workstation assessment and provides the supervisor with a report, including recommendations if necessary.
The supervisor is expected to follow up on the recommendations to correct any deficiencies.
TIPS FOR SETTING UP YOUR COMPUTER WORKSTATION
1 Chair
- Make sure that your chair has a stable base and castors.
- A stable base should have 5 castors.
On hard floors your chair should be fitted with soft castors (urethane) to prevent the chair from rolling too fast.
On a carpeted floor your chair should have carpet castors.

Carpet castors are made from a hard material, so that you can roll your chair better (saves your back!)
- Soft castors on carpet may cause back problems.
- Carpet castors on a hard floor may cause the chair to roll away without you noticing.
- Make sure that the foam on your chair is still in good shape.
- You should not be able to feel the bottom of the chair when pushing on the foam.
All adjustment levers should function properly, as well as the gas lifter, which is the mechanism that makes your chair go up and down.
• When seated at correct height, your knees should be angled anywhere between 90-110°.
- Your knees should never be less than 90°
- This may cause back problems
Your knees should never be beyond 110°.

At this height, the front of the seat pan may cut off your blood circulation in your legs.
The seat pan fits you properly if you can place 2-3 fingers in between the back of your legs and the front of the seat pan.
- If there is no space, the seat pan may be too big, and you can’t reach the back rest for proper lumbar support.
Too much space indicates that the seat pan is too small
Also pay attention to the sides. You don’t want to “hang” over.
The angle of the backrest should be adjusted to anywhere between 90-130°
- Make sure that the lumbar support of the backrest is adjusted to correct height.
- It should be placed in your lumbar area (lower back area that naturally curves in when standing).
Not like this!
But do lean back against the back rest...
Armrests should be adjustable in height as well as side ways.

Armrests should be adjusted so that they don’t interfere with your elbows when doing the “chicken”.
The material of your chair should be constructed of breathable material, unless your chair is used in a laboratory.
Keyboard & Mouse
While seated in your chair, let your arms hang down from your shoulders.

Bring up your forearms, with fingers stretched out, until they are parallel to the floor.

Your elbows should form an angle in the range of 90-110°.
The keys of your keyboard should be at the height where your fingers are.
Keep wrists neutral

Don’t

Do
The mouse must be placed beside the keyboard at the same level.
If you have placed the keyboard and mouse on your desk surface, you may not be able to reach these items properly.
You can do two things:

1. Adjust the chair higher with the use of a foot stool, or
2. Install a keyboard tray.
3. You may want to contact the EHS office for a workstation assessment.
Monitor
Place the monitor in line with the keyboard and yourself to prevent neck and shoulder problems.
- Place the monitor at correct level
- The top of the monitor should be at eye height
TOO HIGH
This will:

- Line up your head and neck with your spine
- Prevent eye fatigue
Persons using bifocals or graduated lenses, should place the monitor at a lower level and angled up so that their vision is perpendicular to the screen.
Another option is to have your optometrist fit you with special computer glasses.

Measure the distance between your eyes and the screen.
A question that is always asked: “How far away should the monitor be placed from the user?”

Answer: If you can read it, that’s most likely the correct distance.
Another option, if you have difficulty seeing the content on the screen, is to change the font setting.