Ergonomic Self-Assessment Workstation Set-up

Prevention Tips – Use these 5 tips to ensure your workstation is correct:

- Maintain proper posture
- Adjust your chair, keyboard/mouse or Sit-stand Workstation
- Arrange your layout
- Use the appropriate accessories/tools
- Take micro breaks and stretch
Computer Workstation
Self-Assessment Checklist

**COMPUTER & DESK STRETCHES (Approximately four minutes)**

Sitting at a computer for long periods often causes neck and shoulder stiffness and, occasionally, lower back pain. Do these stretches every hour or so throughout the day, or whenever you feel stiff. Photocopy this and keep it in a drawer. Also, be sure to get up and walk around the office whenever you think of it. You'll feel better!

1. 10-20 seconds, two times
2. 8-10 seconds, each side
3. 15-20 seconds
4. 3-5 seconds, three times
5. 10-12 seconds, each arm
6. 10 seconds
7. 10 seconds
8. 8-10 seconds, each side
9. 8-10 seconds, each side
10. 10-15 seconds, two times
11. Shake out hands, 8-10 seconds

*Follow up with your healthcare provider for the right stretches for you.*
The Sit to Stand Workstation

**SIT**
1. Raise or lower the seat to ensure your thighs are parallel to the floor with your feet flat on the floor or a footrest.
2. Adjust seat pan depth to maintain two inches of clearance between the back of your knees and the front edge of the seat.
3. Adjust backrest height to comfortably fit the small of your back.
4. Adjust the recline tension, if necessary, to support varying degrees of recline throughout the day. Avoid the use of recline locks.
5. Lean back and relax in your chair to allow the backrest to support your upper body.

**TYPE**
6. Use an articulating keyboard support and position it about an inch below your rested elbow height, allowing your shoulder to be relaxed. Angle the keyboard away from your body to straighten your wrists when typing. Rest your palms — not your wrists — on a palm support.

**MOUSE**
7. Position your mouse close to the keyboard to minimize reaching. Avoid anchoring your wrist on the desk. Instead, glide the heel of your palm over the mousing surface and use your entire arm to mouse.

**VIEW**
8. Position the monitor at least an arm’s length away with the top line of text at or slightly below eye level. Tilt the monitor away from you so your line of sight is perpendicular to the monitor.

**ALIGN**
9. Align the monitor and spacebar with the midline of your body and arrange frequently used work tools within easy reach. Position reference documents between your body and the monitor with an in-line document holder.

**ILLUMINATE**
10. Position a task light to the side opposite your writing hand. Shine light on paper documents but away from computer monitors to reduce glare.

**STAND**
11. To promote circulation and reduce fatigue, stand for about 15 minutes per hour, or no more than 2 hours a day.

**REST**
12. Take two or three 30- to 60-second breaks each hour to allow your body to recover from periods of repetitive stress.