Neutral Seated Posture
Chair adjustment: When making adjustments to your chair and workstation, try to set up your work area to allow a neutral posture.

- Feet/heels should be supported
- Knees slightly below the hips
- Backrest reclined slightly

Poor Seated Posture
Avoid the “hunched over” posture where you’re leaning forward and not using the backrest. This posture increases loading on your lower back. Place the most frequently used items within arm’s reach to reduce sitting and bending forward to access materials. If accessing heavy manual or books from shelves, stand up and slide the materials to the edge of the shelf before lifting.

Alternate Postures Frequently
Changing postures frequently throughout the day is one of the most effective ways to reduce static (holding the body in one position) loading. This can mean making adjustments to your chair or workstation (if you have this option), or organizing your day so that standing and walking are part of your routine. When organizing your workday, make sure these tasks are performed throughout the day rather than just at the beginning or the end of your shift.

Monitor Location
Position the monitor so the top of the screen is at eye level. If you wear bifocal or progressive lenses and use the bottom portion of the lens, lower the monitor one to two inches below eye level. The monitor should be at least 18 inches away from the eyes. The further away the monitor can be placed without having difficulty reading text, the less eyestrain you will have. Tilt the monitor 10 degrees from the vertical for easy reading. Take frequent eye breaks by refocusing on a distant object for 10 seconds.

Top of the screen at eye level
Monitor tilt = 10\(^\circ\) from the vertical
Screen at least 18” away
Office Ergonomic Workstation Tips

Keyboard Height and Tilt
The keyboard should be placed at a height where the user’s shoulders are relaxed and the elbows are approximately 100 to 120 degrees. The keyboard should either be flat or tilted so the front of the keyboard is sloped downward (also called negative tilt). This allows for the 100 to 120 degrees elbow angle, and a straight line through the wrist. The straight or neutral wrist position reduces strain on tendons and pressure in the wrist carpal tunnel.

Mouse Properties

Mouse Settings
Proper adjustments in the mouse software settings can reduce repetition, increase mouse responsiveness, and reduce clicks. To make changes to the settings do the following:

1. Click on the Windows Start button. Go to the Control Panel and Click.
2. In the Control Panel, click on the Mouse (Windows 95, 2000, ME users) or Printers or Other Hardware icon (Windows XP users).
3. Click on the Motion tab (Windows 95, 2000, ME) or Mouse then Pointer Options Tab (Windows XP) and adjust the Speed by moving the slider bar to at least ¾ speed. This will make the pointer much more responsive and reduce repetitive motion.
4. On the same tab look for the “Snap to Default” feature. Check the box. This will automatically move the pointer to the default dialog box each time. This eliminates the need to move the mouse pointer.
5. Click on the Buttons tab. Look for the “Double Click Speed” section. Adjust the speed by moving the slider to the “Slow” setting. By slowing down the speed, you will not have to double click as fast to open applications, emails, etc.
6. Another option you may have under the Buttons tab is the option to enable single clicks to open documents. By enabling this feature, you can use a single click to open an application or email rather than a double click. This can significantly reduce the amount of clicks over the course of a day.

Lighting and Visual Strain
Proper location of the monitor is important in reducing direct and reflected glare from sunlight and overhead lights. Placing the monitor at a right angle to outside windows will significantly reduce direct and indirect reflected glare from sunlight. Using vertical blinds to direct sunlight also helps. Placing the monitor in between overhead strip lighting also reduces glare from florescent lights. Changing the monitor background colors to white or light gray can significantly reduce reflected glare too.