

# Office Ergonomics: Troubleshooting Discomfort

Use this list of potential sources of discomfort to check your workstation setup. **Office Workstation Adjustments** and **Office Chair Adjustments** handouts can be used for guidance on proper workstation and chair setup benchmarks.

## Neck

- ✓ Screen height and alignment
- ✓ Screen and keyboard alignment
- ✓ Source document location
- ✓ Telephone cradling
- ✓ Looking down to portable electronics or laptop screen

## Low Back

- ✓ Seat pan height, depth, and angle
- ✓ Proper foot support
- ✓ Backrest height and angle
- ✓ Lumbar support height and depth
- ✓ Reaches and twisting

## Buttocks and Legs

- ✓ Seat pan height, depth, and angle
- ✓ Seat pan padding
- ✓ Sitting for extended periods



## Head

- ✓ Glare from overhead and/or natural light
- ✓ Sufficient task lighting
- ✓ Clarity of text on screens

## Upper Back and Shoulder

- ✓ Screen height and alignment
- ✓ Armrest height
- ✓ External devices for laptop
- ✓ Keyboard and pointing device location and height
- ✓ Telephone location
- ✓ Carrying laptop or heavy bags

## Wrists

- ✓ External devices for laptop
- ✓ Keyboard and pointing device location and height
- ✓ Keyboard slope and tilt (e.g. Lower keyboard feet to straighten wrists)
- ✓ Extended periods of tablet or smartphone usage

*Take micro breaks each hour to change body position, encourage circulation, and perform body and eye stretches.*



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