

Seated Office Workstation Adjustments

To be performed in the following order



① Chair (see Office Chair Adjustment handout)

② Keyboard, Pointing Device and Workstation Height

Keyboard and pointing device should be located on the same level and directly in front of you. While working, your elbows should be bent at approximately 90°, with wrists straight and shoulders relaxed. If the keyboard and pointing device are on the work surface and that level is too high, raise the chair and provide a footrest. If using an adjustable keyboard tray, adjust the tray to appropriate height and angle enabling straight wrists and 90° elbow angles.

③ Monitor and Document Holder

The monitor should be placed directly in front of you, and approximately an arm's length away. Set the height of the monitor so that the first line of lettering on the screen is at the same height as your eye height. If you wear bifocals, adjust slightly lower than eye height. A document holder should be placed between the keyboard and the monitor. If it is placed to the side of the screen, the holder should be as close to and at the same height as the screen as possible. Both of these locations should help to minimize head movement while viewing paper documents.

④ Equipment Layout and Leg Clearance

Place most frequently used equipment close to you, and less frequently used items farther away. Place the phone on the side of the hand you use to answer it in order to reduce reaching and twisting across the body. Consider moving the printer across the office to promote getting out of your chair regularly. Remove obstacles that interfere with proper positioning at the workstation. Leg room should be kept clear of items that get in the way of sitting close enough to your workstation.

⑤ Glare

If your workspace has a window, position the monitor perpendicular to the window. Use blinds to regulate natural light levels. The monitor should be tilted as close to vertical as possible to minimize glare from overhead lighting. Glare from overhead lighting can be further minimized by reducing lighting levels. Consider the use of task lighting to balance against an overall darker workspace.