

# Office Workstation



## Keyboard and Pointing Device Height



Adjust the workstation to or just below seated or standing elbow height. While working, your elbows should be bent at approximately 90°, with wrists straight and shoulders relaxed. A fixed height workstation may require chair height adjustment and incorporation of foot support.

## Screen



The screen should be placed directly in front of the user, and approximately an arm's length away. Set the height of the screen so that the top line of lettering is at the same height as the user's eye height. If needed due to vision correction, adjust to slightly lower than eye height to avoid neck extension.

## Equipment Layout



Place most frequently used equipment close to you, and less frequently used items farther away. Avoid reaching and twisting across the body. Leg room should be kept clear of items that get in the way of sitting close enough to your workstation.

## Reduce Fatigue While Working



- Wear shoes with good support while standing
- Change foot position periodically to reduce back, leg, and foot fatigue
- Alternate between sitting and standing throughout the day

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