

# Seated Office Ergonomics

**Head** is level and balanced with ears over shoulders.

**Shoulders** are relaxed with hands, wrists and forearms held neutral.

**Elbows** hang close to body and are bent between 90° and 100°.

**Hips** are bent between 90° and 100° with back supported by chair lumbar support. Make sure thighs are fully supported by chair.



**Monitor** height is adjusted so that top of screen is near eye level.

**Monitor** should be centered on keyboard directly in front of employee and roughly an arm's length away.

**Keyboard** should be at or just below elbow height with forearms held approximately parallel to floor.

**Feet** should rest firmly on the floor or a footrest should be used.

## Ergonomic Tips

- 🦋 Get up and move around every 20-30 minutes, find opportunities to change your position throughout the day.
- 🦋 Look away from the monitor at least every 10 minutes.
- 🦋 Allow for knee and legroom; eliminate clutter from under your desk.
- 🦋 Learn the adjustments of your chair and sit upright with good posture.
- 🦋 Avoid repetitive activities, alternate tasks or take frequent breaks.

# Standing Office Ergonomics

**Head** is level and balanced with ears over shoulders.

**Shoulders** are relaxed with hands, wrists and forearms held neutral.

**Elbows** hang close to body and are bent between 90° and 100°.

**Foot** can be elevated on a footrest and may switch from side to side periodically.



**Monitor height** is adjusted so that top of screen is near eye level.

**Monitor** should be centered on keyboard directly in front of employee and roughly an arm's length away.

**Keyboard** should be at or just below elbow height with forearms held approximately parallel to floor.

## Ergonomic Tips

- 🦿 Move around every 20-30 minutes, find opportunities to change your position throughout the day.
- 🦿 Look away from the monitor at least every 10 minutes.
- 🦿 Avoid repetitive activities, alternate tasks or take frequent breaks.
- 🦿 Periodically elevating one foot allows a slight change in position that helps reduce leg and lower back strain.