

HEALTHY WORKSTATION SETUP AND ERGONOMICS

A healthy workstation setup and ergonomics are crucial for maintaining good posture, reducing the risk of musculoskeletal disorders, and promoting overall well-being in the workplace. Here are some key elements to consider when setting up a healthy workstation:

1. **Chair:** Choose an adjustable chair that provides proper support to the lower back (lumbar region). Adjust the chair height so that your feet are flat on the floor or supported by a footrest. Ensure that the chair allows for proper backrest adjustment to maintain a neutral spine position.

2. **Desk and Work Surface:** Position your desk at a height that allows your elbows to rest comfortably at a 90-degree angle when typing or using a mouse. The desk should provide enough space for all necessary equipment and documents.

3. **Monitor Placement:** Position the monitor directly in front of you at eye level. The top of the screen should be at or slightly below eye level to avoid straining your neck. Use a monitor stand if needed. Maintain a comfortable viewing distance, typically an arm's length away.

4. **Keyboard and Mouse:** Place the keyboard and mouse close to your body and at a height that allows your elbows to remain at a 90-degree angle.

Keep your wrists in a neutral, straight position while typing or using the mouse. Consider using an ergonomic keyboard or mouse if necessary.

5. **Lighting:** Ensure that your workspace is well-lit to reduce eye strain. Avoid glare on the monitor by positioning it perpendicular to windows or using adjustable blinds/curtains. Use task lighting for specific work areas if needed.

6. **Document Placement:** Position frequently referenced documents or materials at eye level using document holders or stands. This reduces the need for excessive neck or eye movements.



change positions throughout the day.

9. **Wrist and Arm Support:** Use wrist rests or padded surfaces to support your wrists while typing. This helps prevent wrist strain and promotes neutral alignment. Adjust armrests so that your arms are relaxed and elbows are at a 90-degree angle.

10. **Personalize and Organize:** Arrange your workstation to suit your needs and preferences. Keep frequently used items within easy reach to avoid excessive reaching or twisting.



7. **Phone Placement:** If you frequently use the phone, consider using a headset or speakerphone to avoid cradling the phone between your ear and shoulder. This helps prevent neck and shoulder strain.

8. **Posture:** Sit upright with your back against the chair's backrest and maintain a neutral spine position. Avoid slouching or leaning forward for extended periods. Take short breaks to stretch and

Remember, ergonomics is about finding a setup that promotes comfort, reduces strain, and allows for natural movement. Regularly assess your workstation and make adjustments as needed to maintain a healthy and ergonomic setup.



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