



Workstation Setup

1. **KEYBOARD & MOUSE:** Position keyboard and mouse next to each other and at elbow height by adjusting chair.
2. **FEET:** Flat on the floor or use a footrest. If footrest is not desirable, consider an adjustable keyboard tray.
3. **MONITOR:** Ensure top of screen is at or slightly below eye level. If not, adjust the monitor's height by removing any items from underneath it.

ADDITIONAL TIPS:

- Keep frequently used items within easy reach (e.g., phone, binder, paper).
- Take frequent breaks to stretch, change posture, or walk around. Take **micro-breaks** lasting 10-15 seconds every ten minutes during job tasks. Take **mini-breaks** lasting 3-5 minutes every thirty to sixty minutes.
- Use softer touch when keying and relax your grip when using the mouse.
- Ensure space under desk is clear and allows ample clearance for thighs and legs for movement and stretching.
- Vary work tasks. Alternating your work activities and postures throughout the day are considered breaks.
- Learn all features on your chair and make appropriate adjustments to suit your needs.
- Use your whole arm to move the mouse, not just your wrist.
- Use a document holder if documents are referred to extensively.
- Use phone headset for prolonged phone usage.
- Use glare screen if glare conditions cannot be resolved otherwise.
- Use lumbar pillow if you need additional back support.
- Use footrest if feet are dangling.
- Wear computer glasses if medically required.
- Avoid contact stress with sharp edges and hard surfaces.
- Keep keyboard tray flat or at a negative tilt (i.e., front is higher than back).
- Apply good ergonomics workstation practices both at work and at home.