# ERGONOMIC ADJUSTMENTS FOR YOUR COMPUTER WORKSTATION

1. Adjust the height of your chair so that your feet are flat on the floor, knees at 90º/110º and thighs approximately parallel to the floor.

2. Adjust the seat pan on your chair so that there is 3 to 4 finger widths of space between the chair edge and your **calf.**

3. Adjust your backrest height so that your lower back and hips are supported.

4. Adjust your armrest height to gently support your forearms when your elbows are kept at right angles. Keep elbows close to your body when typing or mousing.

5. Adjust your keyboard platform/table height to be at or slightly below your elbow height - wrists straight and fingers dropping down on to your keyboard.

6. Keep your mouse and/or other pointing devices at the same height as your keyboard.

7. Place your monitor as far in front of you as possible keeping your screen characters clearly visible.

8. Adjust the height of your monitor so  that it is at or slightly below your horizontal line of sight.

9. Maintain good posture when standing. Keep your ears, shoulders, hips and ankles aligned.

Duke ERGONOMICS