Chair Adjustment

- Before proceeding to set up your workstation, make sure you have your chair set up properly.

- Elbows at 90° angle
- Chair back adjusted to support lumbar area of back
- Hips positioned at 90-110° angle
- 2-3 inches between knee and seat pan
- Feet flat on floor
Work Surface Height Adjustment Flow Chart

- Slide 5 shows the process of determining how to best adjust you or your work surface height.
- When adjusting a workstation, the best approach is to start with a properly adjusted chair, then work from there.
- With the chair adjusted, you then try to adjust the work surface and keyboard to the user.
- To do that you need to determine the ideal work surface height.
Determining Ideal Work Surface Height

- Sit with your arms hanging comfortably at your sides. Have someone measure from the floor up to your elbow.

- This is the height for the top of your keyboard. Subtract 1-1/2 inches from this measurement to get the correct height for your work surface.
Work Surface Height Adjustment Flow Chart

Adjust chair to proper height – regardless of work surface. Then move chair to work surface.

Is the keyboard at the correct height? No → Can keyboard or work surface height be adjusted? Yes → Adjust keyboard/work surface to proper height and continue with other adjustments.

Yes → Continue with other adjustments.

Is the keyboard too high or too low? High → How much does chair need to be raised? 3" - 6" → Obtain keyboard tray if one can be mounted – if not possible, obtain lower work surface and continue with other adjustments.

Less than 3" → Raise chair and obtain footrest and continue with other adjustments.

Low → Is the keyboard more than 2" too low? No → Obtain lower work surface and continue with other adjustments.

Greater than 6" → Obtain lower work surface and continue with other adjustments.

Yes → Rise worksurface or obtain higher work surface and continue with other adjustments.
Are You At the Right Work Surface Height?

- If the work surface or keyboard is too high or too low and not adjustable, see slides 7 – 8. After corrections are made, continue to slide 10.

- If the work surface or keyboard height is at the proper height, see slide 10.

- If the work surface height is adjustable, continue to slide 9. After adjustments are made, continue to slide 10.
Keyboard Height: Non-Adjustable Desk

Desk too high:
• Raise chair.
• Add footrest if needed for support.

Raised chair, but no support for feet.

Footrest added to support feet.
Keyboard Height: Non-Adjustable Desk

- If your workstation is too low, consider putting it on risers.

- Ultimately, if the work surface is too high or too low, and these options do not put you at the proper working height, a different work surface may be necessary.
Work Surface Height: Adjustable

• If you are capable, adjust the height of your desk to the calculated height.

• If you are unable to adjust the height, provide this measurement to the person responsible for adjusting furniture in your facility.
Keyboard and Mouse Placement
Keyboard and Mouse Adjustments

- Keyboard Height
- Keyboard Tilt
- Keyboard Distance
- Mouse Placement
- Wrist Rest
Keyboard Height

- Placing your keyboard or keyboard tray at the right height will help you keep your wrists straight and your shoulders relaxed as you type.
Keyboard Height

- You want to adjust the keyboard so it is at the same height as your elbows.
Keyboard Height- Keyboard Tray

• To adjust the tray:
  – Loosen the locking mechanism, or lift up on the tray to move.
  – Adjust the keyboard tray up or down so the keyboard is at elbow height.
  – Tighten the mechanism if needed to lock it in place.
Keyboard Tilt
Keyboard Tilt

• Before you adjust the tilt on your keyboard tray, it’s best to level your keyboard.

• There are small feet on the underside of the keyboard; flip these up into the keyboard to level it.
Keyboard Tilt

- Pull on the lever, or loosen the knob to use the tilt feature.
- Do not over tilt the keyboard. In general, the keyboard should be parallel to the floor.
Keyboard Distance
Keyboard Distance

• If your keyboard is too far away, you will end up reaching and leaning forward to type.

• This can be tiring to your arms and back.
Keyboard Distance

- If your keyboard is too close, you’ll be working in a cramped position.
Keyboard Distance

• You should be able to sit back in your chair, with your shoulders relaxed and your elbows close to your sides.
Mouse Placement
Mouse Placement

• It is best to have the mouse right next to the keyboard.

• The mouse should also be at the same height as the keyboard.
Monitor and Document Placement
Monitor and Document Placement

• Monitor Position
• Monitor Height
• Monitor Tilt
• Document Holder
Monitor Position

• Most people find it comfortable to have the monitor centered in front of the letter keys on the keyboard.
Monitor Position

- Centering your monitor will help you avoid turning your head to the side, which can cause neck discomfort over time.
Monitor Position

• Too Close
This can cause eye strain.

• Too Far
You may have to lean forward to see it. Over time, this can cause headaches and neck and upper back discomfort.
Monitor Placement

- The best position for your monitor is the point where your eyes can focus and relax at the same time.

- This varies from person to person.
Monitor Placement

- You should be looking straight ahead at the monitor.
- You can read text and see images clearly without straining your eyes or leaning forward.
Monitor Height
Monitor Height

• Most people find it comfortable to be looking slightly downward at the monitor screen.

• If you wear bifocals, trifocals or progressive lenses, you may need to have the monitor lower.
Monitor Tilt
Monitor Tilt

- Tilt the monitor up slightly, so that it is facing directly into your eyes.
- If this creates too much glare, you can tilt it back down until the glare disappears.
Font Size

- Increasing the font size on the screen may also eliminate eye and neck strain.
Writing Layout
Writing Layout

• If you frequently alternate between computer and desk work, you may need a different workstation layout than if you work mainly at the computer.
Writing Layout

- The best layout for your workstation depends on which hand you write with.

- If the work surface you use for writing is on the wrong side of your workstation, it can lead to discomfort from twisting or reaching.
  
  - If you are right-handed, it is best to have an open surface to the right of the computer for taking notes or doing paperwork.
  
  - If you are left-handed, it is best to have an open surface to the left of the computer for taking notes or doing paperwork.
Writing Layout

- If you are not able to change your workstation layout, try to leave enough room so that you can swivel your chair instead of twisting.
Reach Zones
Reach Zones

- The closer your elbow is to your body when you reach, the less work your shoulder and arm will have to do.
Reach Zones

Avoid

Awkward

Easy
Reach Zones

• Place items that you use frequently within easy reach.
Reach Zones

• To get to items at the awkward reach zone, you might have to stretch at the shoulder or lean forward a little.

• Use this zone for items you use less often.

• You can always pull them closer to you when you use them.
Reach Zones

• Unless you use something very infrequently, avoid placing it where you would have to lean far forward to reach it.

• This zone is a good place to put things you look at but don’t need to touch, like your computer monitor or photos.
Document Holder
Document Holders – Types

• A document stand located to the side of the monitor

• An “in-line” document holder that sits between the monitor and the keyboard.
Document Holder

- If you use a document stand, place it next to the monitor and at the same height and distance from your eyes as the screen.

- You may need to place the holder on a riser (as the monitor is in this photo).
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