

Overview

Below are some tips to help you rearrange your workstation for an optimal ergonomic setup, and some tips on how to use the computer with ergonomics in mind. These are just **guidelines**, not requirements to how your workstation should be set up. This information is not meant as a full replacement for an in-person ergonomics assessment, but rather a guide to setting up your workstation. For more information, feel free to set up an ergonomic assessment [here](#), or contact Environmental Health and Safety at 646-962-7233.

Chair

- Adjust the height of the chair so that your feet are placed flat on the floor, or a footrest with your knees bent at a 90-degree angle.
- Adjust the armrests so that your elbows are supported in a neutral position (about a 90-degree angle), and so that you can sit close enough to the keyboard to avoid reaching.
- Ensure that your lower back is adequately supported. If your chair has adjustable lumbar support, adjust it so that your lower back is supported. If it does not, place a pillow or lumbar support on your lower back to provide proper support.
- If your chair has an adjustable seat pan, adjust it so that the edge of the chair is 2 to 3 inches from the back of your knees.
- Lock the back of your chair in an upright position during computer work to provide sufficient back support.

Keyboard and Mouse

- Move the keyboard and mouse to a location on the desk where your elbows are in a neutral position, and you do not have to reach to use the computer.
- Position your wrists so that they are not resting on the work surface and you are not putting pressure on your wrists. Keep your wrists elevated during keyboard and mouse use.
- Avoid flexing to end range motion during mouse use. Use whole arm movements to move the mouse.
- If scrolling through large documents, click and drag the scroll bar, use the keyboard, or use a shortcut to scroll to the desired location.
- Ensure that the mouse you are using is the correct size for your hands. Make sure you are not using a travel mouse at your desktop, as this is often too small for many users' hand size.
- Set the pointer speed to 'fast' by, on Windows, selecting 'Pointer Options' under 'Mouse' (Control Panel → Hardware and Sound group). This setting will reduce the amount of movement required to use the mouse.

Monitor

- Place the monitor directly in front of you in your usual work location.
- Move the monitor to a distance of approximately one arm's length away, which will reduce strain on the eyes.
- Adjust the monitor to a position where the top is at or slightly below eye level. If the monitor is not adjustable, place an object or stand underneath the monitor, so it is in a position to reduce strain on your neck.
- Adjust the brightness of the monitor so that it matches the brightness of your surroundings.
- If multiple monitors are used, adjust the heights so that they are at the same or similar heights.





Work Surface

- Ensure that the area is lit to a level where you are comfortable reading physical documents.
- Position any task lighting in your workspace so that it does not shine on reflective surfaces.
- Adjust window shades (if possible) to reduce glare.
- Move any objects that you are using multiple times a day, including the phone handset, to a location close to your work area where it is in immediate reach, and move objects used less often away from your immediate work area.
- When reading from physical documents, place them upright and in front of you in your work area.

Posture and Working Habits

- Sit or stand with your back upright, your head in a neutral position, and your chin parallel to the ground.
- Keep your shoulders above your waist and your feet flat on the floor when seated.
- Stand up from a seated position at least five minutes every hour.
- Move your eyes away from the monitor at least once every 30 minutes. Focus on something across the room for at least 30 seconds.

