



Ergonomic Workstation Setup

Improving Posture, 12 Point DSE – Workstation Set-Up Plan

1	Chair Height	Adjust the seat height so that your elbows are approximately level with the desk. The wrists should be relaxed, neutral position. Ensure armrests do not prevent you getting close enough to the desk/keyboard or obstruct your elbows whilst typing, remove them if they do.
2	Footrest	If your feet do not touch the floor, use a footrest to support them and ensure that there is no undue pressure on the bottom and/or thighs (your thighs should be approximately horizontal).
3	Chair Back	Adjust the chair back height to give support to the small of your back. For most chairs, this will mean a gap is present between the seat pan and the back rest to place the curved part of the chair back against the lower back. Adjust the chair back angle for comfort and support; this should be fairly upright when typing.
4	Keyboard	The keyboard should be a comfortable distance from (depending on typing style) and parallel with the front edge of desk. There should be space in front of the keyboard to rest your hands/arms when not typing.
5	Mouse	Create enough space so that the mouse (and mouse mat if used) can be moved close enough to prevent you over-stretching. There should be room in front of the mouse so that your hand/forearm is not obstructed when using it.
6	Monitor	Adjust the viewing distance and screen height to suit but ensure a slightly downward viewing angle to the screen. As a rough guide, eyes should be about level with the top of the display and the screen should be at approximately arm's length.
7	Screen	It should be possible to avoid glare and reflections by adjusting the screen tilt. The correct viewing position is with the screen at right angles to the line of sight (it should not be necessary to work with the screen angled down in order to avoid reflections). Use blinds if available.
8	User Position	Do not work at odd angles if it can be avoided - your body position should be 'squared up' to the desk. Therefore, if you are interacting with the computer the screen should be directly in front of you. If you are copy typing, place the copy directly in front of you.
9	Documents	If working from hard copy, use a document holder whenever possible. Ideally you should position documents at the same viewing distance as the screen. If it is not possible to use a document holder consider placing the document between the screen and keyboard.
10	Equipment Position	Think about the positioning of other equipment, especially any items that are frequently used. You should not have to stretch excessively for the telephone, or regularly used reference material. Printers, however, should not be positioned close to users (e.g. on users' desks).
11	Breaks	Organise your work so that you take regular short breaks away from the screen e.g. collecting documents from the printer, filing, making coffee, etc. When not engaged in sustained keyboard work – change your workstation and/or chair set-up so that through the day you adopt a variety of working postures.
12	Any Problems?	If you experience any problems whilst using your workstation or have any health and safety related concerns you should contact your line manager.

