

Office Ergonomics | Do-It-Yourself Guide

Standing

MONITOR

Adjust distance and height: top of the monitor at eye-level and slightly tilted.

ARMS

Relax shoulders, forearms parallel to the floor. Minimal bend at the wrist.

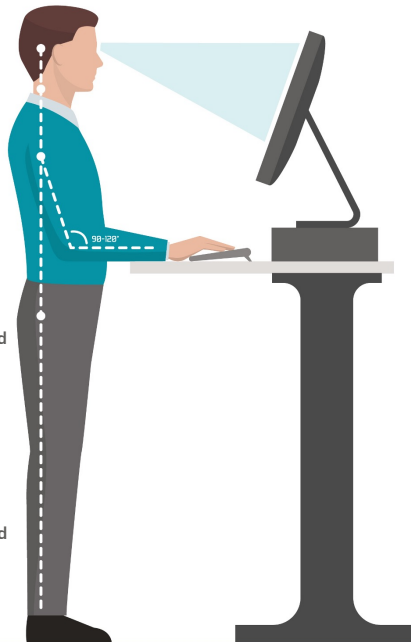
PELVIS

Slightly tipped forward. Avoid swaying into either hip for extended periods.

KNEES

Keep knees slightly bent. Avoid locking into knees for extended periods.

*Stand for 30min intervals to avoid fatigue.



Sitting

MONITOR

Adjust distance and height: top of the monitor at eye-level and slightly tilted.

ARMS

Relax shoulders, forearms parallel to the floor. Minimal bend at the wrist.

CHAIR

Should have a backrest and armrests, adjust height.

LEGS

Thighs parallel to the floor.

FEET

Parallel to the floor, use a footrest if necessary.

Avoid sitting for more than 2hrs continuously.



Working From Home

- Avoid working on sofas and/or recliners with your laptop directly on your lap.
- Invest in a proper back support to improve the comfort your chair.
- Utilize bar height counter tops as an alternative to standing desks.
- If you have the space and budget, consider investing in proper office furniture.



Laptops



- Raise your laptop to eye-level using a laptop stand or other. (i.e. books, a box etc.)
- Some stands can be used as standing height workstations when placed on a counter or table.
- Use a separate mouse to avoid repetitive strain associated with the trackpad.
- Consider using a separate keyboard to position the laptop at the appropriate distance and height when seated.