Your workspace should respond to your changing needs, helping you eliminate uncomfortable postures, reduce eyestrain, enhance communication, and harmonize with your technology. A good work environment should make work easier on your body so your brain can do the heavy lifting.

Complete EHS-3400 (register in STARS) within the first week of moving into your new workstation.
The Chair

1. Sit all the way back in the seat.

2. Feet should be flat on the floor or on a footrest.

3. Hips and knees should be at approximately a 90° angle.

4. Arms should be positioned just under your forearm.
The Sit-to-Stand Work Surface

1. Use a sit-to-stand work surface to adjust postures throughout the day.

2. The height of your work surface should be near elbow height.

3. Stand up straight, balancing your weight evenly between both of your feet.

4. Keep shoulders in a neutral position, with no lift.

5. Your elbows should be at a 90° angle, with your wrists in a neutral position.
The Keyboard

1. Always ensure that your wrists are in the neutral position, which means the hands and wrists are in line with your forearms.

2. Your chair and seated position should be relative to the height of the desk and your position to the work surface and keyboard.

3. To ensure that the keyboard is fully centralized, the letter “B” should be in line with your bellybutton.
The Mouse

1. When handling the mouse, keep your hand in a straight line with your forearm. Avoid bending the palm at the wrist: either to the left or right, or up or down.

2. Avoid mouse shapes that may cause the wrists or fingers to be bent sideways or upwards when grasping the device.

3. Keep your mouse in your primary reach zone and do not overextend your arm. Your mouse should stay at the same level as the keying surface.

4. Float the wrist over the work surface.
The Monitor

1. The computer monitor should be placed directly in front and facing you, so that your body and neck aren’t twisted when looking at the screen.

2. Viewing distance—the monitor should be at a comfortable horizontal distance for viewing, which is usually around an arm’s length for 20/20 vision.

3. Your screen should be positioned about an arm’s length away (20-28 inches on average).

4. Place the monitor at a comfortable viewing height that doesn’t make you tilt your head up or bend your neck down to see it. (Users with bi-focals or PALs may choose to lower the monitor to prevent neck strain.)

5. Screen image should be legible, flicker-free, stable and free from glare and reflections. It should also tilt and swivel easily to suit your needs.
The Laptop

1. Ensure that your chair is set up correctly and that you are seated at the correct height in relation to your workstation.

2. Use a laptop stand which allows you to raise the top of the screen to the correct viewing height. This eliminates neck strain that results from tilting your head downward for extended periods of time.

3. Use a separate keyboard and mouse on a suitable work surface.

4. The laptop screen should be placed directly in front and facing you so that your body and neck aren’t twisted when looking at the screen.

5. The laptop should be at a comfortable horizontal distance for viewing, usually an arm’s length. If your legs are not reaching the floor, use a footrest.

Note: Please refer to “The Monitor” for tips on screen placement and viewing angle.
Task Chair

A key factor in supporting the technology worker is a good task chair.

**SAYL CHAIR**

Sayl’s 3D Intelligent suspension back provides passive PostureFit sacral support, which allows your spine to maintain its natural S shape, and empowers your body to maintain a healthful posture with less fatigue.

**DID YOU KNOW**

The Sayl chair was inspired by suspension bridges – structures that deliver support with minimal material.
Sit to Stand Table

Sit. Stand. Repeat. Moving throughout your day increases your energy and focus.

RENEW TABLE

Person-centered design. Intuitive movement with a soft, paddle-shaped switch works exactly as expected, moving up to raise the table and down to lower it. Softly angled corners prevent bumps and bruises. Slim profile legs give room to move.

DID YOU KNOW

Most North Americans are sedentary for 21 hours a day. Changing your posture throughout the day can reduce health risks.
Monitor Arm

Adjusting your monitor for the posture and task to ease eye strain and increase focus.

FLO MONITOR ARM

The fluid, dynamic movement of Flo monitor arms lets you adjust the position of one screen or multiples exactly where you need it. Large range of motion and quick, intuitive fingertip control.

DID YOU KNOW

Leaning forward toward your monitor places pressure on your neck and often leads to headaches.
Desktop Power

Today’s knowledge worker requires access to power within easy reach of their desktop. The ability to plug in laptops and monitors along with charging cell phones is essential. Power should be available without stretching and clearly visible.

DID YOU KNOW
Office workers spend 47% of their time doing computer related work and check their cell phones 150 times a day.
| **20-20-20 Rule** | Every 20 minutes – look at something 20 feet away for 20 seconds. This exercise will help you avoid eye strain, reduce headaches and neck pain. |
| **Dual Monitors** | When using two monitors, align them in front of you according to your time spent looking at each screen to minimize head turning. Each monitor should be approximately a full arm’s length away. |
| **Wear Bi-Focals?** | Tilting your screen up slightly will help ease eye strain when wearing bi-focal or progressive lens. Lowering your monitor may also help prevent neck strain. |
| **Microbreaks** | Take a 1 - 2 minute break for every 30 minutes of continuous work to stretch and interrupt sustained postures and repetitive motions. |
| **Sit Back** | Sit all the way back in your chair. This helps support your spine's natural S shape. |
| **Foot Support** | Make sure your feet are squarely supported on a foot rest or the floor. Putting your feet on the base of the chair can reduce circulation to your legs, and can affect spinal alignment. |
| **Parallel Position** | While typing keep your forearms parallel to the floor, with your elbows in a relaxed position. Too-high surfaces will cause elevation at the shoulders, increasing tension in the neck and back. |
| **Pull Screen Toward You** | Pull your environment toward you – not the other way around. Sit back in your chair, and pull your monitor(s), keyboard and mouse toward you to reduce the tendency to lean forward. Learning forward increases strain on the spine, neck and jaw. |