

Seated Office Workstation Adjustments

To be performed in the following order



① Chair (see Office Chair Adjustment handout)

② Keyboard, Pointing Device and Workstation Height

Keyboard and pointing device should be located on the same level and directly in front of you. While working, your elbows should be bent at approximately 90°, with wrists straight and shoulders relaxed. If the keyboard and pointing device are on the work surface and that level is too high, raise the chair and provide a footrest. If using an adjustable keyboard tray, adjust the tray to appropriate height and angle enabling straight wrists and 90° elbow angles.

③ Monitor and Document Holder

The monitor should be placed directly in front of you, and approximately an arm's length away. Set the height of the monitor so that the first line of lettering on the screen is at the same height as your eye height. If you wear bifocals, adjust slightly lower than eye height. A document holder should be placed between the keyboard and the monitor. If it is placed to the side of the screen, the holder should be as close to and at the same height as the screen as possible. Both of these locations should help to minimize head movement while viewing paper documents.

④ Equipment Layout and Leg Clearance

Place most frequently used equipment close to you, and less frequently used items farther away. Place the phone on the side of the hand you use to answer it in order to reduce reaching and twisting across the body. Consider moving the printer across the office to promote getting out of your chair regularly. Remove obstacles that interfere with proper positioning at the workstation. Leg room should be kept clear of items that get in the way of sitting close enough to your workstation.

⑤ Glare

If your workspace has a window, position the monitor perpendicular to the window. Use blinds to regulate natural light levels. The monitor should be tilted as close to vertical as possible to minimize glare from overhead lighting. Glare from overhead lighting can be further minimized by reducing lighting levels. Consider the use of task lighting to balance against an overall darker workspace.



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Seated Neutral Postures

Neutral postures are joint postures where your body is strongest and you use your body most efficiently. While working, you want to use as many neutral postures as possible. The seated neutral postures are:

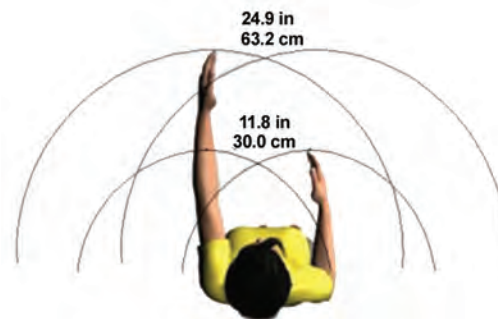
- Seated with the back straight or slightly reclined
- Thighs parallel to the floor
- Ankles positioned under or in front of the knees
- Neck straight
- Shoulders by your sides
- Elbows at approximately 90°
- Wrists straight

In order to optimize performance and maximize your use of seated neutral postures, consider the following:

- Ensure the seat allows you to sit back against the backrest
- Support the feet under or in front of the knees to encourage sitting back against the back rest
- Position frequently used items directly in front of you, within forearms reach
- Avoid extended reaches and/or twisting the back while working
- Position work in front of you, elevated to reduce the likelihood of looking down
- Position monitors and items viewed in front of you and elevated (if possible) to optimize neck posture



Take micro breaks each hour to change body position, encourage circulation, and perform body stretches and eye exercises.



Office Chair Adjustments

To be performed in the following order

1 Seat Pan Height

Adjust seat height so that your feet are flat on the floor and your thighs are parallel to the ground (knees at 90° angle). The height is raised by pulling up on the paddle while your weight is off the seat pan, and lowered by pulling up the paddle while your weight is on the seat pan. This setup enables good circulation to the lower leg and sitting back against the backrest of the chair. Improper adjustment of the seat pan can lead to contact stress on the back of the thigh, the base of the pelvis or low back.

2 Lumbar Support Height

The lumbar support height adjustment is raised by lifting up on the back rest. It is a ratchet mechanism so in order to lower the height, the back rest must be raised to its highest position, lowered to the lowest position and ratcheted up to its desired position. Adjust backrest height so that the lumbar support is located in the small of the back (approximately belt loop height). Angle the back rest between 90° and 110° allowing yourself to lean slightly back. Lift the paddle (3), adjust the angle to your preference, and release the paddle to lock the back rest into place.

3 Seat Pan Depth

Seat pan should support as much of your legs as possible without touching the back of your knees. A clearance of approximately three fingers width between back of knees and front of seat pan is recommended. To adjust the length of the seat pan, lift the paddle and rotate your hips to lengthen or shorten the seat pan. Then release the paddle and reposition yourself in the seat pan. This promotes good circulation to the lower leg and sitting back against the backrest of the chair.

4 Arm Rest Height and Width

Adjust armrests so they are slightly below sitting elbow height and are level. Arm rests should not prevent you from getting close to your work area. If the arm rest contacts the worksurface and prevents you from getting close enough, then lower the arm rest height until you can position yourself close enough to the worksurface. Unscrew the knob located under the seatpan, adjust the arm rest width, and tighten the knob. The width should be set so the arms are close to the body, without hip interference when getting out of the chair. If you would prefer to remove the arm rests from your chair, loosen the knob until the rest slides out.



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Standing Office Workstation Adjustments

To be performed in the following order

1 Workstation, Keyboard, and Pointing Device Height

Raise the workstation to or just below standing elbow height. The keyboard and pointing device should be located on the same level and directly in front of you. While working, your elbows should be bent at approximately 90°, with wrists straight and shoulders relaxed.

2 Monitor and Document Holder

The monitor should be placed directly in front of you, and approximately an arm's length away. Set the height of the monitor so that the first line of lettering on the screen is at the same height as your eye height. If you wear bifocals, adjust to slightly lower than eye height. A document holder should be placed between the keyboard and the monitor. If it is placed to the side of the screen, the holder should be as close to and at the same height as the screen as possible. Both of these locations should help to minimize head movement while viewing paper documents.



3 Equipment Layout and Leg Clearance

Place most frequently used equipment close to you, and less frequently used items farther away. Place the phone on the side of the hand you use to answer it in order to reduce reaching and twisting across the body. Remove obstacles that interfere with proper positioning at the workstation.

Standing Workstation Tips

- ✓ Wear shoes with good support while standing. In the event you choose an anti-fatigue mat, it more than likely will need to be moved when the chair is pulled up to the workstation in the seated position.
- ✓ Alternate between sitting and standing throughout the day. Be sure to sit before discomfort occurs.
- ✓ Alternating postures throughout the day can be instrumental in preventing musculoskeletal disorders by giving the body postural breaks and improving blood circulation. Industry research suggests that sitting should be combined with standing and/or moving throughout the day. One example of incorporating movement into the day is: Sitting for 20 minutes in a good posture, standing for 8 minutes, and completing some type of movement such as light stretching or walking for 2 minutes.
- ✓ Other resources to use with this handout: **Chair Adjustments Handout** and **Seated Workstation Adjustments Handout**



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Office Ergonomics: Troubleshooting Discomfort

Use this list of potential sources of discomfort to check your workstation setup. [Office Workstation Adjustments](#) and [Office Chair Adjustments](#) handouts can be used for guidance on proper workstation and chair setup benchmarks.

Neck

- ✓ Screen height and alignment
- ✓ Screen and keyboard alignment
- ✓ Source document location
- ✓ Telephone cradling
- ✓ Looking down to portable electronics/laptop screen or to view documents

Low Back

- ✓ Seat pan height, depth, and angle
- ✓ Backrest height and angle
- ✓ Lumbar support height and depth
- ✓ Proper foot support
- ✓ Reaches and twisting

Buttocks and Legs

- ✓ Seat pan height, depth, and angle
- ✓ Seat pan padding
- ✓ Sitting for extended periods



Eyes

- ✓ Glare from overhead and/or natural light
- ✓ Sufficient task lighting
- ✓ Clarity of text on screens

Upper Back and Shoulders

- ✓ Screen height and alignment
- ✓ Armrest height
- ✓ External devices for laptop
- ✓ Keyboard and pointing device location and height
- ✓ Telephone location
- ✓ Carrying laptop or heavy bags

Wrists

- ✓ External devices for laptop
- ✓ Keyboard and pointing device location and height
- ✓ Keyboard slope and tilt (e.g. Lower keyboard feet to straighten wrists)
- ✓ Extended periods of tablet or smartphone usage

Take micro breaks each hour to change body position, encourage circulation, and stretch. Consider relaxing your eyes during micro breaks by using the 20-20-20 rule.