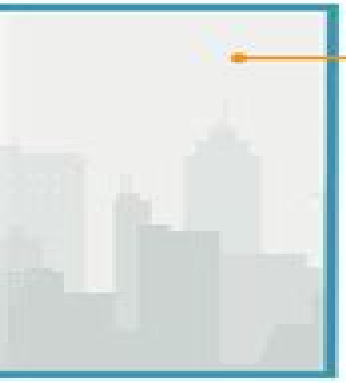
How To
Set Up Your Office Workstation



Windows
Where possible, place monitor at 90 degrees from windows to prevent glare.

Task Light/Mobile Device
Frequently used items placed within arm's reach.
Limit work time spent on mobile device.
Use external equipment where possible.

Breaks
Take visual break every 20-30 minutes.

Headset
Use headset if telephone use is extensive and together with keyboarding.

Monitor/Laptop Height
Adjust top of the screen to eye level or slightly below (2-3 inches).[1]
Set laptop on a stand if needed.

Head
Upright and over shoulders, not leaning forwards screen.

Document Holder
Place next to and at same height as monitor.[2]

Monitor/Laptop Distance
Approximately arm's length away and slightly tilted.

Shoulders
Relaxed and not hunched.

Back
Upright/slightly inclined, sit fully back on chair.

Hands and Wrists
Relaxed and straight with minimal bending. Avoid leaning on wrist rest while typing and mousing.

Body
Aligned with monitor and keyboard.

Backrest
Adjust height of lumbar support to support lower back.

Keyboard and Mouse
Placed next to each other and of the same height. Lay flat on desk. Use keyboard tray as needed.[3]

Elbows
Relaxed, closed to body, at about 90 degrees.

Armrests
Adjustable armrests at elbow height and aligned with forearms.

Desk
Desk height at elbow height. Should be sufficient clearance under desk to sit without obstruction.

Feet
Fully supported, use adjustable footrest if needed.

Seatpan
Adjust if possible. Keep 2-3 fingers' width distance between back of knee and seat.

Chair Height
Adjust chair height until feet are flat on floor, thighs parallel to floor, and knees and hips at about 90 degrees.

Chair Base
Five prongs for stability.

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[1] Bifocal wearers may need to have screen set slightly lower.
[2] If using an inline document holder, place it directly below monitor and tilted towards you.
[3] If using a keyboard tray, it should be flat or tilted slightly away from you.

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Managing People At Work Desk Guide

RJ Shavelson

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