



CHECK YOUR WORKSTATION & CHAIR SET-UP

PERFORMERGONOMICS

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Check The Key Elements:

- **With your elbow relaxed under your shoulder, is the working surface, keyboard & mouse just below elbow height?** Raise/lower the chair to achieve this. And are the keyboard & the mouse close to the front edge of the desk? Is the mouse way out to the right of you – you may need to try a short keyboard.
- **Are your feet well supported on the floor?** There should be no pressure under your thigh from the seat edge. If your feet aren't well supported you'll need to get a footrest.
- **Is the seat too short, too long or too hard?** When your bottom is in back of the seat there should be a gap between the front edge of the chair and the back of your calf, but not a huge gap; and you should be sitting on the seat foam, not feeling the hard seat board through the foam.
- **Is your low back supported?** The backrest should be raised & firmly support the small of your back. Does the backrest fit your whole back snugly – adjust it or try a few other chairs.
- **Do you use the reclined work posture?** We recommend you adjust your chair angle back and rest your shoulder blades against the top of the backrest; this rests your back & shoulder muscles; keep your bottom in the back of the chair; don't slide forward or let your back slump. A tall backrest chair will allow you to rest back and relax those aching neck & shoulder muscles.
- **Are you sitting tall?** – raise the screen to about face height; keep your head & chest up; if you let yourself slouch forward you're asking for a pain in the neck. The top of the screen should be at eye level or slightly below (15 degrees at most) – unless you wear bifocal or multifocal glasses – then the screen should be low so you don't nod your head to look at the screen.
- **Is the screen close enough?** Put the screen surface at around arm's reach to stop neck and eye strain.
- **Are you craning your neck to look at copy & reference documents?** Ensure that copy & reference documents are angled up on a holder either at screen level or immediately under the screen. Perhaps a reference holder between the keyboard and the screen might help your neck and save space on your desk.

