



Moore Health Physiotherapy Explains: Work Station Ergonomics

10 Step Work Station Set up:

- 1. Posture-** Ensure lower back is supported so that your buttock is against the back of the chair. Shoulders should be relaxed and down (so that the muscles on top of the shoulders are soft).
- 2. Chair-** Should be able to fit under the top of the desk with feet flat on the floor (may need a foot rest). Tilt backrest slightly backwards.
- 3. Desk-** Adjust to a height so that your elbows are bent at no less than 90 degrees and forearms are resting on the desk in front of the keyboard.
- 4. Monitor-** Positioned directly in front with top of screen at eye level. Adjust the screen position so it is at arms length (enlarging the text size if necessary).
- 5. Mouse-** In line with the keyboard. Alternate sides (swapping from left to right hand)
- 6. Keyboard-** Positioned within easy reach (approx 5-10 cm from the edge of the desk).
- 7.** Use a document holder or a reading/writing frame at the same height and distance as the monitor.
- 8.** Avoid clutter under or on your desk, such as cables, boxes and bags.
- 9.** Keep frequently used items within easy reach (so you don't need to bend or twist).
- 10.** Don't hold the phone between your ear and shoulder (a headset is ideal)

Laptop Computers

Should only use a laptop for short periods of time. Setup using either:

1. A docking station- laptop is used with an external monitor, keyboard and mouse.
2. A laptop stand- raises the height of the screen and is used with an external keyboard and mouse.
3. An external desktop monitor- used this with the laptop's keyboard and mouse.

If these options are unavailable:

1. Use a laptop on a desk not your lap (despite the name).
2. Always be aware of your posture and take regular breaks to stretch your back and shoulders.