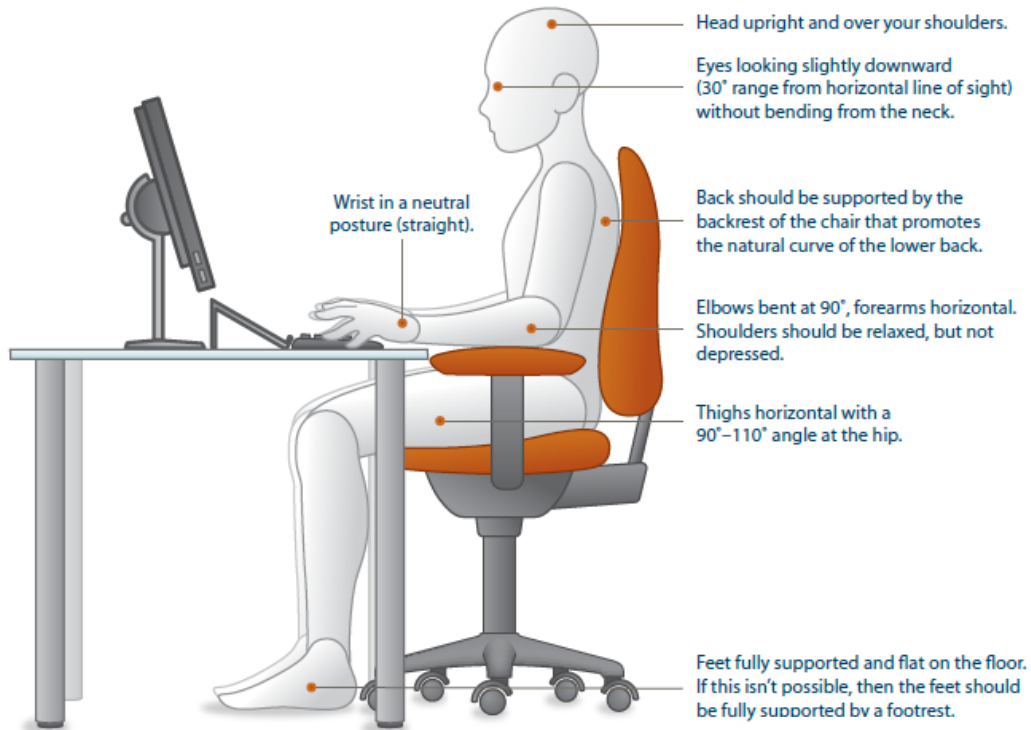




Optimizing Comfort at Your Computer



From: WorkSafe NB

Monitor

- └ Height: top line of text at eye level
- └ Distance: approximately arm's length away (further is okay if font is large enough)
- └ Enlarge font & display settings & adjust screen brightness (typically 70 to 80%)
- └ Place monitor perpendicular to window or between rows of lighting

Chair:

- └ Adjust Height: Feet firmly supported (on floor or footrest)
- └ Adjust lumbar support to fit small of back
- └ Adjust seat pan: should support length of thigh without cutting into calf
- └ Adjust/lock tilt tension
- └ Adjust armrests (support elbows at 90°)

Keyboard & Mouse:

- └ Keyboard & Mouse should be positioned just below elbow level
- └ Before installing a keyboard tray (if needed) consider: orientation to window/lighting & orientation to others before deciding which side of the desk you will want to use
- └ Use keyboard shortcuts and periodically use mouse with alternate hand

Move! Move! Move!

- └ No posture is ideal indefinitely; movement is needed
- └ Download [WorkSafe Sam](#) or UBC's [Stretching Guide](#)

Live Tutorials: Last Thursday of every month

Online Resources: <http://www.hr.ubc.ca/health/ergonomics/office/>



OFFICE ERGONOMICS PROCESS

