

## Basic Work Station Adjustment

Ergonomics works toward making the job fit the worker, not making the worker fit the job. Let's start with a typical computer work station.

If your chair has an adjustable seat pan (the part you sit on), adjust it so it sits relatively horizontal. Next, adjust the back rest so it is relatively vertical.

Lower the keyboard tray so your upper arm is hanging freely at your side and your forearm is relatively horizontal when your hands are on the keyboard. If your keyboard is not adjustable for height, then raise or lower your chair for the correct arm position. You should not feel as though you have to hold your hands and arms up to reach the keyboard.

If you had to raise your chair to get your arms at the right position and you now find that your feet are not on the floor, you'll have to get something to put under your feet. You can put a ream or two of paper down, a stack of magazines, a box, a commercial footrest or anything that allows you to have your feet supported and your upper thighs horizontal.

Raise or lower your monitor so the top of the monitor is at about forehead height. When you are sitting up straight, you will be looking slightly downward toward the middle of the monitor. Adjust the distance of the monitor to accommodate your glasses (particularly bifocals if you have them) as necessary.

This is a starting position to work from. Try this position for awhile and then make small adjustments away from this position as needed for increased comfort. You should not have to move very far from this position unless you have a serious spinal or extremity problem.

Some basic stretching, strengthening or postural exercises may be needed for you to be able to maintain this position comfortably.

