

# HOW IS YOUR WORKSTATION? 5 TIPS FOR AN ERGONOMIC SET-UP

1

## NEUTRAL SPINE

Feet on the floor or on a footrest, hips level with knees and back supported on a chair, ear in line with shoulders.

2

## ELBOW HEIGHT

Keyboard at or slightly below elbow height, mouse adjacent to keyboard, keyboard level or tilted towards you.

3

## DESK HEIGHT

Desk height 1-2" above elbow height for desk work or at elbow height for keyboard use. Raise your chair as needed.

5

## ORGANISE

Documents inline between monitor and keyboard. Keep items you need within easy reach and remove any clutter.

4

## MONITOR HEIGHT

Monitor aligned so first line of sight is directly or slightly below eye height.

