

# PROPER WORKSTATION SETUP

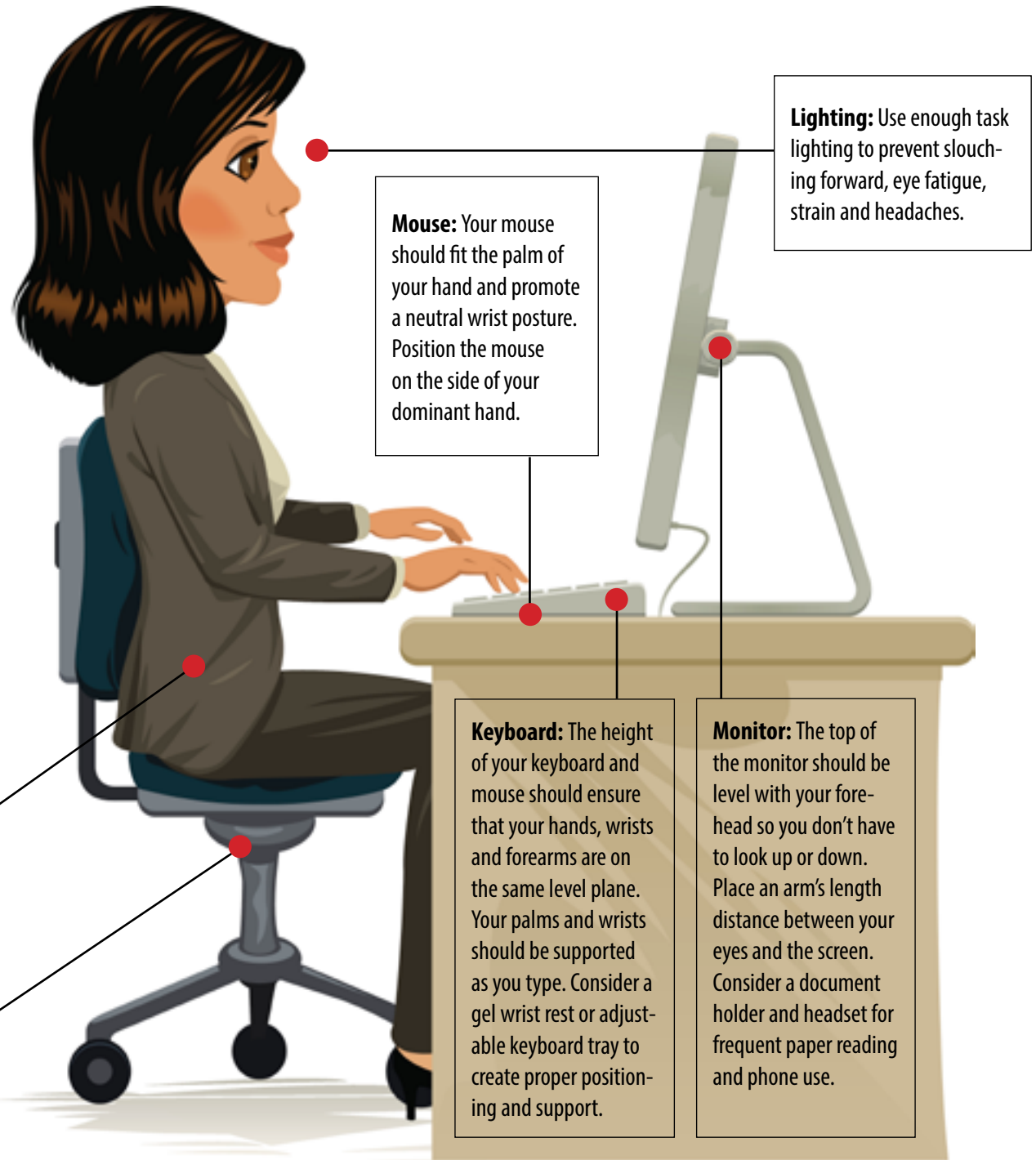
Workplace injuries don't just happen in blue-collar industries – chronic conditions can strike office workers too. Long periods of repetitive office work can lead to hand, neck, and back fatigue, and possibly chronic pain and injury. Luckily, proper workstation setup can improve ergonomics and reduce improper or damaging postures. Here are some key areas to consider.

Information adapted from "Office Solutions: Follow proper computer set-up and posture tips" by Nicole Matoushek, MPH, PT, viewable at <http://physical-therapy.advanceweb.com/Article/Office-Solutions.aspx>

**advance**  
for Occupational Therapy Practitioners®

**Rest and recharge:** Take a 3-minute rest break every 30 minutes, during which you breathe deeply from your abdomen, relax your arms in your lap, and stand up to stretch your neck, arms, legs and shoulders. Muscles are designed to move; not remain in static postures for long periods.

**Chair:** Adjust the height of your chair so that your upper thighs are parallel to the floor, your back is firmly supported, and your feet comfortably rest on the floor or a footrest. Your shoulders should be relaxed and your elbows should be near your body with a 90-degree angle.



**Lighting:** Use enough task lighting to prevent slouching forward, eye fatigue, strain and headaches.

**Mouse:** Your mouse should fit the palm of your hand and promote a neutral wrist posture. Position the mouse on the side of your dominant hand.

**Keyboard:** The height of your keyboard and mouse should ensure that your hands, wrists and forearms are on the same level plane. Your palms and wrists should be supported as you type. Consider a gel wrist rest or adjustable keyboard tray to create proper positioning and support.

**Monitor:** The top of the monitor should be level with your forehead so you don't have to look up or down. Place an arm's length distance between your eyes and the screen. Consider a document holder and headset for frequent paper reading and phone use.