OFFICE WORKSTATION SET-UP

Seat:

- Rest your feet flat on the floor; however, they should be free to move around. Keep the area under your desk uncluttered.
- Push your hips as far back in the chair as possible. You should be able to sit back against the back rest comfortably with no pressure from the seat behind your knees.
- Use the reclining feature on the backrest, positioned between 100-130 degrees (ideally, adjust the backrest within this range throughout the day).
- Use a lumbar support.

Monitor Location:

- Once your chair has been adjusted, sit with your back and shoulder blades contacting the back rest. Extend your arm straight out in front of you, so that it is parallel to the floor. Your fingers should almost touch the center of the screen. Adjust your monitor up/down and/or closer/farther away from you to achieve this position.
- Be sure the monitor is directly in front of you (you should not have to twist your body to see the screen).
- Tilt the monitor slightly so that the top is further away from you than the bottom.

Keyboard Set-Up:

- Try to avoid placing the keyboard directly on the desk. Use an articulating keyboard tray.
- Make sure there is enough clearance under the tray for your legs to fit comfortably.
- Center the portion of the keyboard that is primarily used directly in front of you.
- Have a negative tilt. This means that the user side of the keyboard should be higher than the monitor side (most keyboard trays have this type of adjustment—keep in mind that the angle of the backrest recline will have an impact on the tilt needed).
- Make sure your mouse/other input device is on the same level as the keyboard.

Arm/Hand Support:

- Set up your armrests so that your elbows are slightly open, bent to around 100 degrees.
- Avoid letting your elbows “splay” out from your body excessively.
- Make sure your shoulders are relaxed.
- Be sure that your arm rests are padded or rounded. Avoid resting your elbows for prolonged periods of time.
- Avoid resting you palms, wrists, or elbows on any hard surface. Consider a wrist pad.
- Keep your keyboard and mouse relatively close to your body.

See hr.osu.edu/benefits/videopodcasts for more details on setting up your office!