

HOW TO SET UP YOUR WORKSTATION

WORK SAFE • WORK COMFORTABLY



1

Your arms should be resting beside your body.

2

The top of the monitor should be in line with the top of your head.

3

The lumbar support in your chair should be positioned in the curve of your lower back.

4

Your monitor should be slightly angled to avoid glare.

5

Documents should be positioned on a document holder between the keyboard and monitor.

6

Your keyboard kick stands should be flat.

7

Your desk should provide sufficient room to accommodate your keyboard and mouse comfortably.

8

Your wrist should be neutral and slightly supported by the desk.

9

Your elbows should be resting slightly above the height of your desk.

10

Your chair should provide support for your back.

11

Your feet should have firm support from either resting on the ground or on a foot rest.