

# ERGONOMIC DESK SET-UP TIPS

LOOK

REACH

SIT

STAND

Providing ergonomic workspaces that fit each user can help people work safely and effectively. Use these tips to design comfortable spaces that allow people to feel healthier and be more productive. Good workplace design fosters well-being and employee engagement, ultimately leading to higher organizational performance.



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- A** Users should sit/stand centered at their task/computer monitor.
- B** Adjust the computer monitor to be approximately an arm's length away from the front of the body and at a height that keeps the head in an upright (neutral) posture.
- C** Incorporate task lighting to illuminate the workspace.



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- A** Keep elbow angle between 70 and 120 degrees, and keep wrists straight while working.
- B** Items used less frequently should be placed in the secondary work zone, while those used more frequently are in the primary work zone. Adjust access if necessary when moving from sitting to standing.
- C** Height of the worksurface or armrests should provide support for the forearm in a manner that avoids leaning to one side or lifting the shoulders.
- D** Keep elbows and arms close to the body; upper arms should hang down straight at user's side.



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- A** Torso to thigh angle should be 90 degrees or greater when sitting.
- B** Clearance under the worksurface should allow room for legs without contacting the surface above.
- C** Allow for freedom of movement—there should be no obstructions at foot level.
- D** Feet should be flat on the floor or on a footrest when sitting.
- E** Provide adjustable seating that allows user to assume different postures in upright, reclined, or forward tilt positions.
- F** When sitting, armrests should not interfere with user getting close to the worksurface.



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- A** Allow for freedom of movement—there should be no obstructions at foot level.
- B** Provide a height-adjustable table to offer opportunities to change positions and postures.
- C** Begin standing in sessions that last 15 minutes or less and slowly increase standing time.
- D** Think movement/steps and posture change throughout the workday.
  - It is important to assume different postures while standing.
  - Every step helps the body maintain proper metabolism.

