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## WORKSTATION ERGONOMICS

The following are general guidelines for setting up your home or work computer station. Your therapist may have small changes or further suggestions to these recommendations.

### **CHAIR**

- Make sure you sit ALL THE WAY BACK in your chair. You should have a lumbar support (either built into the chair or added on) that supports just above your pelvis.
- When sitting, your feet should be flat on the floor with your knees and hips bent to 90 degree angles.
- If you have armrests, make sure they support your elbows without causing you to shrug your shoulders. Also, make sure they are not so low that you are leaning to one side or the other to reach them.

### **DESK**

- Your typing surface (either the desk or a keyboard holder) should be at a level that allows your elbows to be at 90 degrees and your wrists to be flat (not cocked up or bent downwards)
- Your mouse and keyboard should all be within easy reach, so that you do not have to lift your arm or reach out to the side.

### **MONITOR**

- When sitting with ideal posture and looking straight forward, your eyes should fall 1/3 down from the top of the monitor. If it is too high, talk to your therapist about changes to your chair or desk height. More commonly, monitors are too low, forcing you to maintain poor posture. Lifting the monitor by stacking it on a phone book or ream of paper is an easy change.
- Make sure your monitor is directly in front of you, not off to either side.
- If you are using a laptop consistently, you should consider a remote keyboard and mouse. This allows you to raise the monitor to the ideal level without having to reach up in order to type.

### **PHONE**

- If you use the phone frequently, obtain a headset to prevent awkward neck positions.
- If a headset is not available, use speakerphone whenever appropriate.

### **OTHER**

- Document holders are a cheap, simple solution if you find you are constantly looking up, then down as you work on the computer.
- Avoid crossing your legs, folding one leg underneath you, leaning consistently to one side, slouching or perching (sitting on the front of the chair without lumbar support).
- Take frequent breaks. For every 30 minutes you spend sitting, stand up and move around for 30 seconds or so. Setting up an alarm on your watch or computer can help as a reminder.
- Avoid computer use while sitting on the couch, on your bed, etc.