

10 Workstation Design Guidelines

1. Use an adjustable chair that provides solid lower back support and is comfortable to sit in.
2. Always adjust your chair at the height that places your knees at a 90° angle, with your feet flat on the ground. If needed you may use a small stool/support under your feet.
3. **Sit all the way back in your chair and pull into your work station so you are not leaning forward.** This will prevent many musculoskeletal imbalances.
4. Elbows should be relaxed by your side at about a 90° angle when you are working on your keyboard. Shoulders should be relaxed and back.
5. Always position your computer screen/monitor and keyboard to be directly in front of you.
6. The viewing distance to your computer screen should be 16-24", and the top of the screen (not monitor) should sit just below eye level.
7. Keep your mouse at the same level as your keyboard and prevent your arms from resting on hard edges.
8. Always place your phone at a comfortable reaching distance. Use a phone headset whenever you can.
9. Minimize extreme postures. Maintain body symmetry. Sitting in a bent or twisted position (including crossing your legs) can put stress on your spine and muscles. It may also contribute to circulatory and nerve imbalances.
10. Mini breaks when combined with some stretching will revitalize your body, and allow tissues to get a well deserved rest. You will also feel better, work more efficiently and experience an improved sense of well-being in and out of the office.