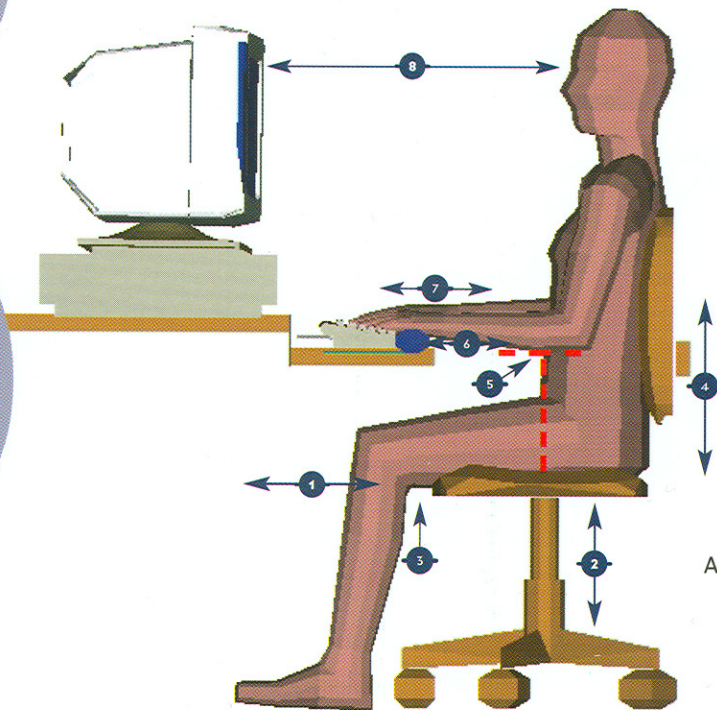# ADJUSTING AND ADAPTING YOUR COMPUTER WORKSTATION

A COMFORTABLE POSTURE...

1 — YOUR THIGHS SHOULD BE PARALLEL TO THE GROUND.
Adjust the angle of the chair seat.

2 — YOUR FEET SHOULD LAY FLAT ON THE FLOOR OR ON A FOOTREST.
Adjust the height of the chair seat.
(See over, Note 1)

3 — THE DEPTH OF THE CHAIR SHOULD PERMIT YOU TO EASILY PASS YOUR HAND BEHIND YOUR KNEES.
Adjust the depth of the chair seat or indicate the right depth when buying a chair.

4 — YOUR BACK, ESPECIALLY LOWER BACK, SHOULD BE STRAIGHT AND WELL SUPPORTED.
Adjust the height, tension, and angle of the backrest.

5 — YOUR FOREARMS SHOULD BE SUPPORTED.
Adjust the height and space between the armrests so that your forearms are supported. Your shoulders should be relaxed.
(If armrests are not adjustable, see over, Note 2)

6 — YOUR ELBOWS SHOULD BE LEVEL WITH THE KEYBOARD SHELF.
Adjust the height of the work surface so that the shelf can be at the right height.
(See over, Note 3, if this is not possible)

7 — YOUR WRISTS SHOULD BE STRAIGHT: your hands should be in line with your forearms.
Adjust the slope of the keyboard with the knobs.

8 — THE MONITOR SHOULD BE AT A COMFORTABLE READING DISTANCE (about an arm's length, or 70 cm). The top of the screen should be at eye level.
(See over, Note 5)

EVERYTHING WITHIN REACH...

The mouse should be next to and at the same height as the keyboard.
(See over, Note 6)

Documents should be on a copy-holder near the screen and at the same height as the screen.

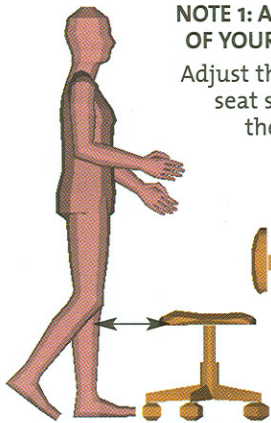If you read the documents often, place them between the keyboard and the screen.

A desk lamp provides better lighting on the document you are reading.
(See over, Note 7)

WHEN YOUR WORKSTATION IS PROPERLY ADJUSTED AND ARRANGED, YOU CAN ADOPT A NATURAL AND COMFORTABLE POSTURE. TO TAKE ADVANTAGE OF THESE ADJUSTMENTS, YOUR WORK SHOULD BE PROPERLY ORGANIZED.

(SEE OVER, NOTE 8)

MORE INFORMATION

NOTE 1: ADJUSTING THE HEIGHT OF YOUR CHAIR SEAT.

Adjust the height of your chair seat so that it is below the kneecap.

NOTE 2: ARMRESTS

If the armrests are not adjustable, your forearms can be supported by attaching supports to the work surface or armrests.
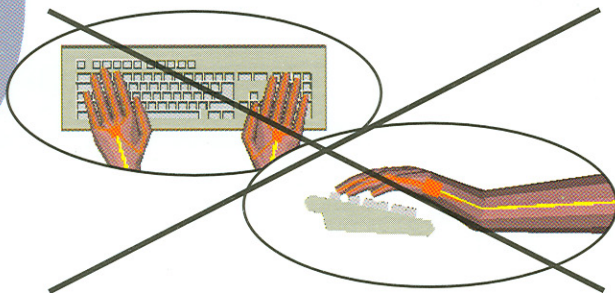
NOTE 3: WORK SURFACE

If your work surface is not adjustable, adjust the height of your chair seat so that your elbows are level with the keyboard.

A footrest is essential when your feet do not lay flat on the ground. The height of the chair seat in relation to the work surface depends on the work being done.

NOTE 4: HAND POSITION

- The purpose of a wrist rest is to prevent your wrist from leaning on hard surfaces or sharp edges.
- Ensure that you have good typing habits.
- Avoid extreme wrist postures, such as those illustrated below:

NOTE 5: POSITION OF COMPUTER MONITOR

Some people, especially those who wear bifocals, prefer placing the monitor lower.

- The monitor can be tilted back: watch out for glare
- An articulated arm lets you place the monitor at the desired location.

NOTE 6: POSITION OF THE MOUSE

When the keyboard shelf is not wide enough to hold the mouse, place your mouse on a shelf attached to the work surface or one of the armrests. Ensure that your arms are next to your body. Your keyboard and mouse can also be placed on the work surface. However, you should then correct the adjustments of your workstation.

NOTE 7: LIGHTING

To avoid glare, you can:

- ensure the monitor is not placed under a light fixture
- position yourself sideways to the window
- fit light fixtures with diffusing screens
- ensure that the screen has a light background and dark characters

As a last resort, use an antiglare screen.

NOTE 8: WORK ORGANIZATION

Even the most comfortable posture should be changed periodically.

E.g.: - tilt your chair seat slightly forward or
- tilt the backrest slightly to the back

Change your posture and take 5- to15-minute breaks every hour, depending on how intensively you are working with the keyboard and mouse.

E.g.: - alternate work at the computer with non-computer tasks
- take frequent, short breaks

Adopt a pace of work that is regular and reasonable for you.

Periodically look away from the screen and into the distance.

Stretch periodically or do relaxation exercises.

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