

Quick Workstation Setup Guide

FOR MORE INFORMATION:

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Correct Seated Posture

A straight (not twisted) upper torso

Neck is upright (i.e. not turned, tilted, flexed or extended)

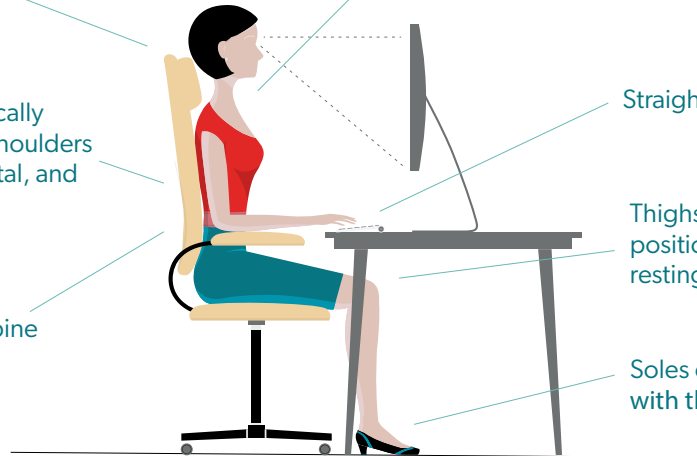
Upper arms hanging vertically alongside the torso with shoulders relaxed, forearms horizontal, and elbows close to the body

Straight (not bent) wrists

Thighs approximately in a horizontal position and lower legs vertical with feet resting on the floor or a footrest

An erect or upright spine

Soles of the feet making an angle of 90° with the lower legs



Additional Setup Information

Chair

Seat Pan

- Adjust to allow ~3 finger widths of space between backs of legs and edge of seat pan

Backrest

- Adjust height of backrest to provide lumbar support

Armrests

- Adjust position and height to provide support for elbows while in a typing posture

Computer Monitor/Screen

When positioning and adjusting a monitor consider:

Work surface

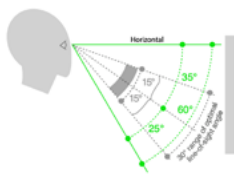
- Should allow the user to work in neutral postures while sitting/standing with their shoulders relaxed, arms at sides, forearms horizontal with elbows at 90 degrees, and without having to reach upwards or downwards

Mouse & Keyboard

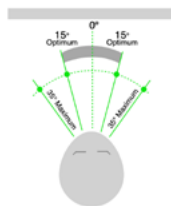
- Centre keyboard to centre line of body with mouse directly adjacent on the same level



Screen Height



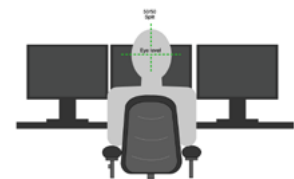
Viewing Angle



Horizontal Placement



Viewing Distance



Number of Monitors Required

For more information:

[OHCOW Office Ergonomics](#)