

# Be Smart About Ergonomics

## Work Surface and Monitor Heights

### Work Heights for Sitting and Standing:

#### Position your input devices at elbow height

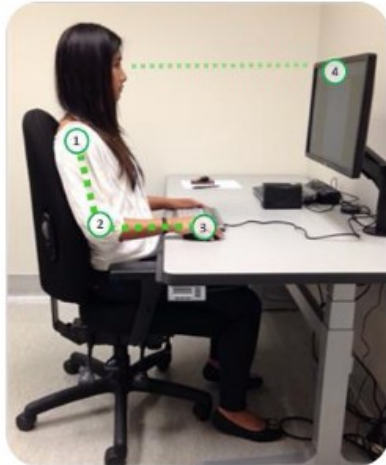
1. Shoulders relaxed with upper arms hanging normally at the sides of your body.
2. Elbows bent at 90 degrees or in a more open angle.
3. Forearms in-line with wrists so that wrists are not bent up or down.

#### Adjust monitors slightly below eye height

4. Head remains upright and neutral, while eyes gaze slightly downwards
  - Bifocal or progressive lenses may require lower heights.
  - Monitor distance (18-30") should allow comfortable viewing without forward leaning.

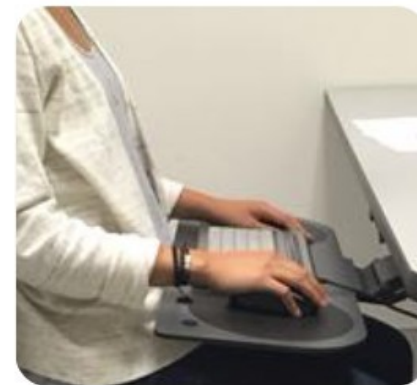
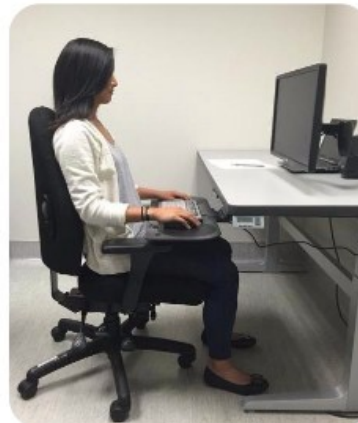
### Single or bi-level work surface options:

A. One Work Surface



Single work surface allows input devices and all work tools to be placed on top of desk.

B. Work Surface with Keyboard Tray



*Bi-level option: Input devices are placed on tray; all other work tools are on desk.*

*NOTE: Using the tray will increase reach to items on the desk, so this option is not recommended for those who reach frequently to the desk while using the computer. While most prefer to key on a flat surface, the tray surface can be angled if needed.*

# Work Surface Too High?



Lower height of the desk so that work is at elbow height. Adjust monitor to be slightly below eye height.

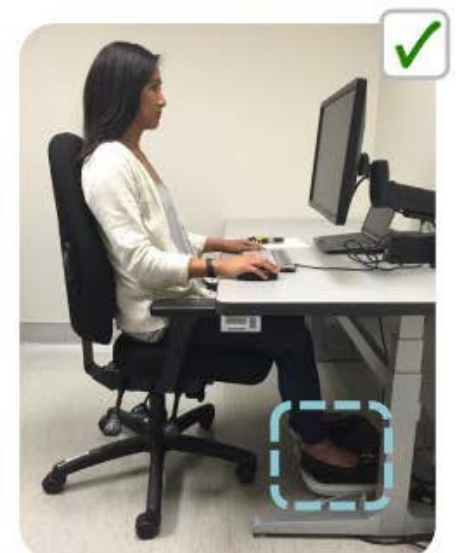


Use an electric height-adjustable desk to allow for frequent height adjustments and postural variation.

Discuss funding, availability, and desk sharing opportunities with your supervisor.



Use a keyboard tray positioned at elbow height. Not recommended for users who frequently reach for desktop items. An option for those who prefer to keep their input devices on a thin or angled surface.

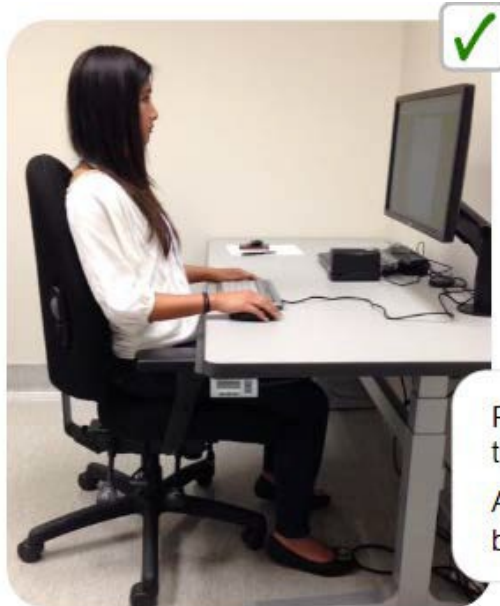


Use a footrest and raise chair & monitor. Not recommended for users who move frequently or multi-task, because footrests limit mobility.

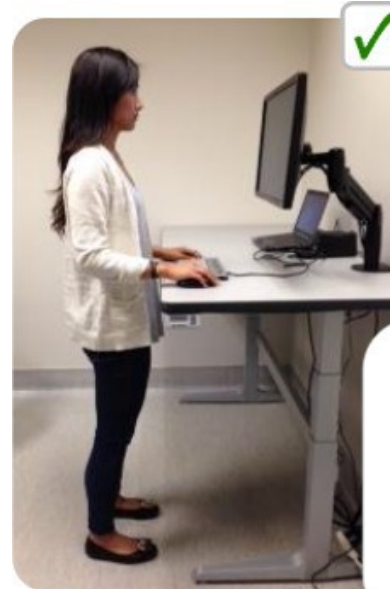
# Work Surface Too Low?



Try one of these options instead:



Raise height of the desk so that work is at elbow height. Adjust monitor to be slightly below eye height.



Use an electric height-adjustable desk to allow for frequent height adjustments and postural variation.

Discuss funding, availability, and desk sharing opportunities with your supervisor.

## **IF YOUR DESK IS TOO HIGH OR TOO LOW**

- Measure your elbow height to determine which height to change your desk to.



## **How to Measure Elbow Height**

1. **Adjust your chair:**
2. **Sit** deep into your chair with your hips at approximately the same height as your knees, with your feet supported on the floor.
3. **Relax** your shoulders and allow your arms to hang comfortably by your sides.
4. **Bend** your elbows approximately 90 degrees or in a more open angle, while keeping your hands in line with your forearms.
5. **Measure** the distance between the floor and your elbow (green line in photo).
6. **Select** the closest desk height option that matches your elbow height. Many desks adjust in one-inch increments.
7. **Test** this height for comfort by using a keyboard tray or other surface set at the test height before placing the work order. If needed, ask your supervisor or a coworker to hold a notebook or other firm surface at the measured height.