



How to Set Up an Ergonomic Workstation

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FIRST, ADJUST YOUR CHAIR

These adjustment components set the standard for a fully adjustable ergonomic chair.

1 Proper Sitting Posture

When getting into your chair, push your hips as far back as you can. To get the most benefit, relax your shoulders and release low back tension. Keep elbows by your side.

AVOID slouching. This puts your spine in an abnormal position and can add compression on the vertebrae, discs, ligaments and nerves.

2 Adjust Seat Height

With feet flat on the floor, set the chair so your hips are level or slightly higher than your knees.

AVOID hips too high above knees. This can add to hip and low back tension.

3 Adjust Seat Depth

Set the seat depth with 1-4 fingers between the back of your knees and the front of your chair seat.

AVOID back of knees resting against the chair. This can result in tissue compression and can cause poor circulation and possibly varicose veins.

4 Adjust Back Height

Sit in your chair and adjust the back height so your entire back touches the chair.

AVOID raising chair back so high that you eliminate low back support. This can result in rounded low back.

TIP: Dial in lumbar support provides extra low back support as needed.

5 Adjust Back Angle

Sit upright in your chair bending about 90° from your torso to your thighs. Adjust the chair back so it's snug against your back.

AVOID leaning back in chair. This can result in reaching for keyboard, rounding spine and elevating shoulders.



6 Arm Height/Functions

Adjust chair arms to lowest height when using the computer so you can sit close to the desk edge. Raise chair arms for meetings and phone conversations.

AVOID using the chair arms if elbows are angled away from your body or set too high. This can add shoulder and upper back tension. In most cases, if the arms do not go lower, it's better to remove the chair arms.

7 Seat Tilt

Seat forward tilt – Set your chair seat to a slight forward tilt and raise seat 2" to alleviate low back tension.

AVOID leaving seat too low when using seat tilt. This can add tension to your thighs.

Seat back reclined tilt – Use seat back recline for an alternate posture when on phone calls or in a meeting.

AVOID working on a computer in a reclined posture. This can cause shoulders to roll forward and concave the chest. It can also result in loss of low back curve, restricting breathing and adding compression and pressure to discs, back and neck.

8 Seat Tension/Rocking

Tighten or loosen the seat tension so that there is a smooth rocking motion.

AVOID adjusting the seat tension too loose. You may rock back unexpectedly and not feel safe in the chair.



THEN, ADJUST YOUR WORKSTATION

These adjustments set the standard for a neutral working posture.

9 Adjust Chair to Desk Height

Raise your chair height to desk height. When seated or standing, get as close to the desk edge as possible, shoulders relaxed, elbows by your side and level with your wrists.

AVOID wrists and hands reaching up to the desk and resting on the desk edge. This can affect the angles of the shoulders and wrists, which can lead to tissue compression and reduced circulation.

10 Feet Supported

When seated, rest your feet flat on floor or a foot rest so your hips are level or slightly above your knees. If standing, wear comfy shoes and use an anti-fatigue mat to provide an added cushion to your knees, hips and feet.

AVOID placing feet too high or too low when seated. Either of these postures can result in low back discomfort.

11 Sit or Stand Close to Desk Edge

For a neutral posture, move your body as close as possible to the desk edge which places your shoulders, elbows and arms in a 90° relaxed position.

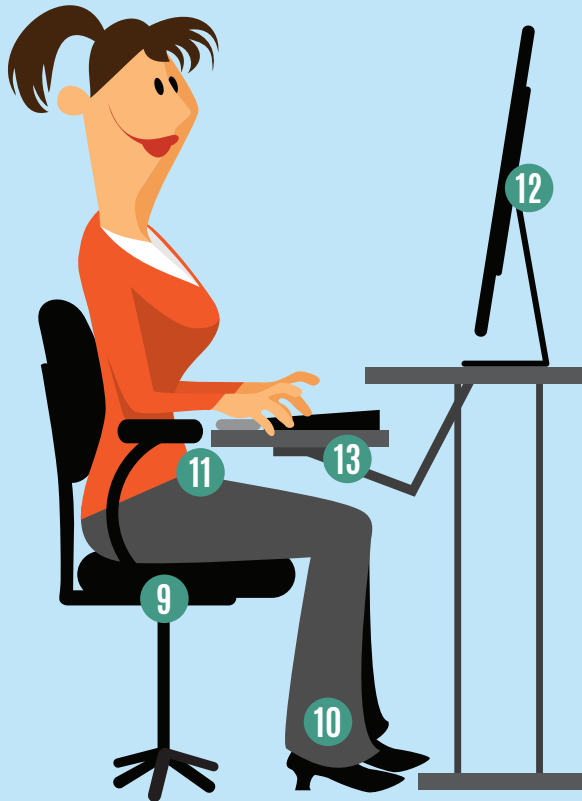
AVOID being more than 2" away from the desk edge. Being farther away causes you to reach for your devices and extend your neck and upper back. These postures can contribute to low back, upper back, shoulder and neck tension, as well as headaches and shallow breathing.

12 Height and Placement of Monitor

Place the monitor directly in front of you. Adjust the monitor(s) height so your head is balanced over your shoulders and you're looking at the upper third of the screen. Move your monitor(s) closer so your head is relaxed, upright and above your shoulders.

AVOID tilting head up or down. This can create added neck and upper back tension and place stress and strain to the neck and shoulders.

TIP: If you are wearing bifocals or trifocals, lower the monitor 2"–4" below standard viewing height.



13 Keyboard and Mouse Devices

Ideally, move your keyboard and mouse side-by-side and close to the desk edge. Place the "B" on the keyboard even with your bellybutton. Use relaxed hand postures when keyboarding and using the mouse.

AVOID placing the mouse forward or too far away from your keyboard. Stay away from mousing with your hand under the desk when using a keyboard tray. These actions can result in uncomfortable shoulders, arms and wrists.

TIPS: A gel wrist rest can provide cushion and support to avoid resting on the desk edge. Get one that keeps the mouse and the keyboard at the same level. If reaching for the mouse is uncomfortable, a mouse placed in front of the keyboard is a good solution for relieving stress in your shoulders. Speed up your

mouse through computer settings to minimize unnecessary wrist movements.

14 Primary Reach Zone

Place your primary tools within the first 18"–21" between you and the monitor (i.e., keyboard, mouse, phone, mobile phone and documents).

AVOID repeatedly reaching too far for items on desk. This can result in shoulder stress and discomfort.



15 Documents

Place your documents on a document holder between your keyboard and monitor for neutral viewing. Set the angle of the document holder so you can keep your head level.

AVOID tilting your head down or twisting it to the side when viewing documents. This can add pressure and tension to your neck and upper back.

CHECK POINTS

- ✓ **Where is my head?** Should be balanced directly above your torso facing forward, NOT tilted down, up or to the side.
- ✓ **Where is my back?** Should be straight up and down, resting comfortably and completely against your chair back.
- ✓ **Where are my shoulders?** Should be relaxed, not lifted or hunched forward.
- ✓ **Where are my elbows?** Should be directly below your shoulders and close to your body, bending 90°.
- ✓ **Where are my wrists?** Should be straight from the ends of your forearms, NOT tilted up or down, in or out.
- ✓ **Where are my hips?** Should be aligned with your spine, upper pelvis tilted slightly forward.
- ✓ **Where are my knees?** Should be level or slightly above your hips, NOT crossed or bent past 90°.
- ✓ **Where are my feet?** Should be flat on the floor or on a foot rest directly below your knees.