

Employsure's workplace ergonomics tips

Steps for adjusting your workstation

1. Adjust your chair height so that your elbows rest at desktop level
2. Adjust your seat for good lower back support and use a lumbar pillow if needed
3. The tilt feature on most office chairs will ensure you are comfortably supported
4. Your feet should comfortably touch the floor in front of you. If there is strain on the back of your legs, use a foot rest
5. The top of your monitor should be at or below eye level
6. Your wrists should be straight at desk level and in line with your elbows, use a wrist rest for comfort. Arm rests should be adjusted to a comfortable level
7. Store your mouse next to your keyboard, and keep your elbows in line. Avoid resting your arms or hands on any sharp edges found on your desk
8. Ensure that your screens brightness and contrast enables clear and comfortable viewing

