



## Ergonomic Workstation Advice

1. Adjust the seat depth, if possible: 2-3 fingers maximum gap behind knee to front seat edge, to allow leg circulation.  
**Benefit:** Seat more supportive and comfortable.
2. Adjust arm rests height, when shoulders are relaxed down, so support at the elbow along the forearms, (during use and breaks). Arm rests close enough to suit your forearm distance apart, some may tilt/move closer, but if no arm rests or the arm rests are too far apart/fixed/low/long, ignore them, keep your elbow joints by your side, during use and rest.  
**Benefit:** Relaxes shoulders & neck. Weight of arms lifted off the back.
3. Height adjustable office chair raise gas stem/sitting height so your forearms are just above the desk surface, horizontal with the middle row of keys, (do not re-adjust the armrests), to achieve correct height arm rest usually between 0-1cm above the desk surface height. Use a footrest if your feet do not touch the floor.  
**Benefit:** Reduces tension if the upper body is positioned correctly.
4. Unlock the office chair for movement whilst sitting e.g. synchro: seat pad & back rest tilt backwards together (2:1 ratio usually); or a-synchro/independent back rest movement, recline 90 - 110 degrees. Separate lever seat tilt, free float movement mechanism including forward seat tilt (knees lower than hips) are also options. Adjust tension depending on your weight. (+/- on lever/cog under centre of chair) to suit comfortable movement.  
**Benefit:** Supports & allows movement in the low back/hips to prevent stiffness & pain.
5. Lumbar support set at the correct level for your low back curvature & the rest of your back is in contact with the back rest. Adjust the back rest height if possible and lumbar depth to suit. Neck/head support may be available/if required.  
**Benefit:** Supports the curve of the low back. Supports & rests the neck.
6. Keyboard & mouse close & directly in front. Elbows to stay under shoulders when working, not forwards. Only use a wrist rest or mouse rest when resting not keyboarding/mousing. Check mouse settings: motion speed faster, single click instead of double click and increase lines per scroll and use short cuts, for prevention of upper limb issues.  
**Benefit:** Reduces bending of back & over-reaching with arms.
7. Raise monitor, top of screen horizontal to your eye line when sitting up or adjust if glasses in use. Directly in front of user's keyboard & close enough to see when backrest unlocked/moving backwards during use.  
**Benefit:** Reduces neck discomfort, bending and twisting at desk.
8. Handwriting close, raised & angled to face, in front of user, behind keyboard. E.g. Paperwork platform  
**Benefit:** Reduces neck discomfort and bending over desk, eliminate twisting & over-reaching to paperwork at the side.
9. Phone and other equipment/folders close if used regularly. Headset if simultaneous phone and keyboard use or it is high phone use.  
**Benefit:** Reduces over reaching and eliminates poor posture.



**10. BREAKS:** If overuse = pushing into pain can occur, tolerances reduce & pain can flare up more quickly, even when minimal use has occurred. Breaking up activities into small parts can help.

**Pacing of work & home activities is required.** A break/change of activity/posture is required **before** pain is felt/increases. Tolerances to postures/actions can increase if pacing is used.

**Micro breaks** (30 secs up to 3-4 minutes) from repetitive actions or postures **before** pain increases, are required. 20-20-20 breaks for eyes.

Ergonomic solutions with pacing & a variety of other solutions - symptoms should be manageable, although pacing may have to be a factor in all future activities.