



Rugani Family Chiropractic

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How To Design A Truly Ergonomic Work Station

1. The Chair

- Adjust the tension to a position that best supports you.
- Use locks with caution and conscientiously unlock them on a frequent basis to change reclining position.
- Reclining is healthy; however a headrest is necessary if you expect to perform extensive work in a reclined position.
- The seat height should be set so that your feet are comfortably on the floor while your upper body is high enough to work comfortably at your desk.
- If you are petite, you may need to raise the chair to a point where your feet are lifted off of the floor, which means height adjustable footrest is necessary.
- When sitting with your back properly supported, there should be approximately two to four inches of space between the front of the seat cushion and inside of your knees.
- A contoured and height adjustable backrest provides lower back support.
- Armrests need to be easily and quickly adjustable and kept at the same height.

2. The Keyboard and Mouse

- The keyboard should be placed below desk level.
- An articulating keyboard holder with negative tilt adjustability should be used so that your wrists remain straight and your elbows are open to more than a 90 degree angle.
- Palm support should only be used as a resting place for palms between periods of typing and should never support the wrists during typing.
- The keyboard platform should allow you to easily change keyboard height and depth as different tasks necessitate.
- The mouse should be positioned in such a manner so that your elbows should not have to leave your side.
- Use a larger mouse that is symmetrical so that it can be used with both hands (keyboard platform should allow for mouse use on both sides of keyboard).
- At the first sign of pain and tingling, users should immediately switch the mouse hand.

3. Monitor Placement

- The top line on the text monitor should be at or slightly below eye level.
- If your monitor is too high because it rests on top of the CPU, invest in a below-the-desk CPU holder.
- If the monitor is positioned too low, consider spacers or adjustable monitor arms to lift it off the desk.
- The monitor should be placed directly in line with the keyboard.

4. Document Placement

- All reference documents should be positioned in line with the keyboard and monitor to avoid asymmetrical neck motion (if you do not have an in line document holder, place input documents to one side of the monitor, alternating placement from one side of the monitor to the other).

5. Lighting and Glare Issues

- Position monitor away from window or other light sources.
- Invest in a good optical glass filter.
- Install task lighting at your work station (asymmetrical lighting is preferred because they defuse light better).

If you have any questions about implementing these steps at your work station, please contact the number above.