

QUICK TIPS

Tip 1 - Adjust the chair

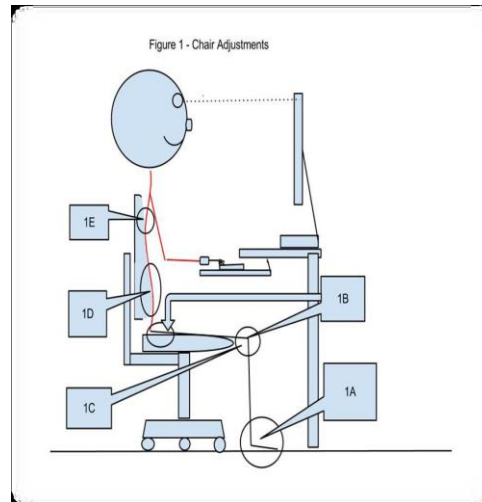
**“WELCOME TO CAPITAL
HEALTH”**
FROM THE INJURY
PREVENTION TEAM

The Injury Prevention Team strives to eliminate preventable work-related injuries/illnesses through research, education and engagement which minimizes the impact to all members of the organization, for those injuries that do occur

Will your position require you to work at a Computer?

The CDHA Injury Prevention Team has created this resource for you to ensure proper set up of all your computer workstations.

Please review the following quick tips and make the required adjustments to your workstation.



1A. Feet

- Flat on the floor

1B. Hips/Knees

- Hips slightly above knees (about 90 degrees)

1C. Lower Leg

- 2 – 3 Finger widths away from front edge of chair.

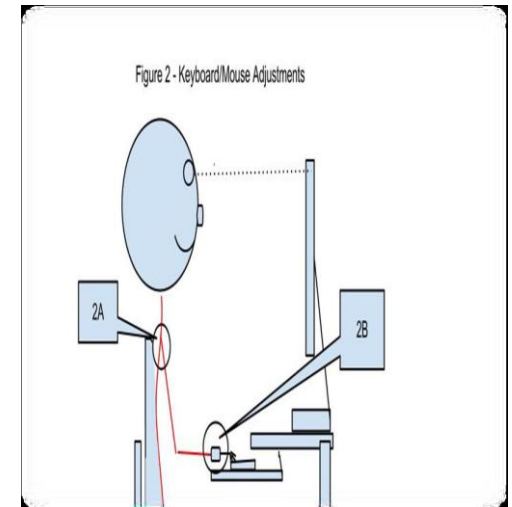
1D. Lumbar Spine

- Curve of chair should match/support the normal low back curve.

1E. Upper Back

- Chair should support up to the bottom of shoulder blades or higher.

Tip 2 – Adjust the Keyboard

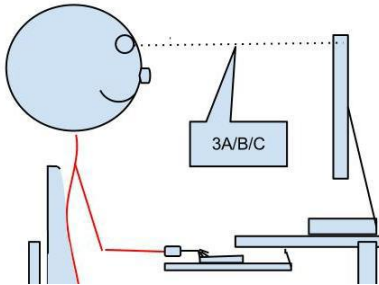


Shoulders (2A) and Wrists (2B)

- Start with keyboard and mouse surface at approximately elbow height
- This should put the wrist and shoulders in a “neutral” (straight wrist, shoulders **not** forward, back, up or down) position.
- Writing surface should be 3-4 inches higher than keyboarding height

Tip 3 – Adjust the Monitor

Figure 2 - Keyboard/Mouse Adjustments



3A/B/C: Neck and Eye Strain

- Neck should be in neutral position with top of screen in line with eyes.
- A comfortable “arms reach” is usually a good starting place for distance.
 - Recommended distance (eyes to screen) is anywhere from 14.5 inches to 29 inches. The distance will be different for each individual based on their comfortable focal level.

*****Individuals with progressive or bifocal lenses the monitor will need to be lowered to allow for a neutral neck position*****

We hope this resource has been a benefit to you however should you begin to experience any workplace discomfort and you feel it is related to your workstation, please advise your manager/supervisor and contact the SAFE line (473-SAFE 7233) to report.

Additional Ergonomic resources are located on the CDHA public internet site (*Safety and Injury Prevention/Programs/Office Ergonomics*)

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