

Tips for setting up your workstation

It takes some time to set up your workstation correctly – but it's worth it!

Once you have it sorted, it's easy to make minor adjustments as the day goes on or your job tasks change. Learn what each lever on your chair does as these can vary between chairs. The end result will help prevent injury and keep you comfortable.

Remember though – the 'best' position is the next position. Our bodies like to be moving and have a variety of postures over the hour.

How to set up your workstation

1. **Adjust the height of your chair** as that is usually the piece of furniture you can adjust most easily. The chair height should allow your wrists to be level when they are placed on the keyboard for typing. The elbow angle can be slightly greater than 90° if that is more comfortable. You're aiming to have your hands 'falling' naturally on the keyboard.
2. **You'll need a footrest** if after adjusting your chair, your feet are not flat on the floor. The aim is to have your feet firmly supported as that helps 'push' you back into the lumbar support of the chair, ensuring good posture.
3. **Adjust the backrest of your chair.** It should be positioned so the curve of the chair (the lumbar support) supports your lumbar area (the inward curve in your back) – [see C](#)
4. **Check the tilt of your backrest** – the angle should be between 90° and 95° for most tasks. Sitting upright, but not rigid.
5. **Check the space between the back of your knees and the chair** – there should be room to feel comfortable and that you are sitting right back in the chair – [see D](#). Too short a seat (more than about 4 cm of thigh extending over the seat edge) can be uncomfortable and is not supportive – you may need a seat with a 'longer seat pan'.
6. **Check your keyboard and mouse position.** The keyboard letter section (g and h) should be centred directly in front of you (middle of screen, nose, tummy button, g-h). Mouse should be close, don't over-reach for it or let it 'drift' up the desk as the day goes on.
7. **Check your elbows** are at 90° and tucked into your sides (directly under your shoulders). When using the keyboard, your wrists should be straight, not bending in any direction.
8. **Adjust your monitor screen** so it's about an arm's length away ([see B](#)) and the top is about level with your eye ([see A](#)). People who wear progressive lens glasses may need to have the screen a little lower.

9. **Keep the space under your desk clear** so there are no obstructions for your legs and you can sit as close to the desk as possible.
10. **Adjust blinds** during the day as required.

Don't forget the 20-20-20 rule – look away more than 20 metres if possible, for 20 seconds or more, every 20 minutes. **Stand to do this.**

See www.worksafe.co.nz for more tips.

