**Upper Body:**

- Adjust backrest to provide support to the deepest part of the curve in your lower back.
- Backrest should be upright or tilted slightly back.
- Armrests should be adjusted so that they are slightly below your elbows with your shoulders relaxed.
- Keyboard should be placed so that your wrist and fore-arm are completely straight and the home keys are at the same height or slightly lower than your elbows.
- Your arms should be close to your body.
- Your elbow should form a 90°-110° angle.

**Monitor:**

- Approximately arm’s length away.
- The top line on your screen should be at or slightly below eye level.

**Lower Body:**

Adjust Chair so:

- Your knees slightly lower than your hips.
- Your feet rest flat on the floor or; a footrest if your feet do not reach the floor.
- There is space between your knees and the underside of your desk.
- There are approximately 2-4” of space between the back of your knees and the edge of the seat.

**Lumbar Support:**

Your feet rest flat on the floor or; a footrest if your feet do not reach the floor.

**Good Workstation Design:**

**Key Objects:**

- Keep objects that you use regularly close to your body in the “usual work” area to minimize reaching.
- Stand up to get objects outside of your working area instead of reaching or straining.

Contact us for more information:

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*These recommendations are based on Cal/OSHA’s publication *Easy Ergonomics for Desktop Computer Users* and are not a substitute for an ergonomic evaluation.