

## Office Workstation Ergonomics

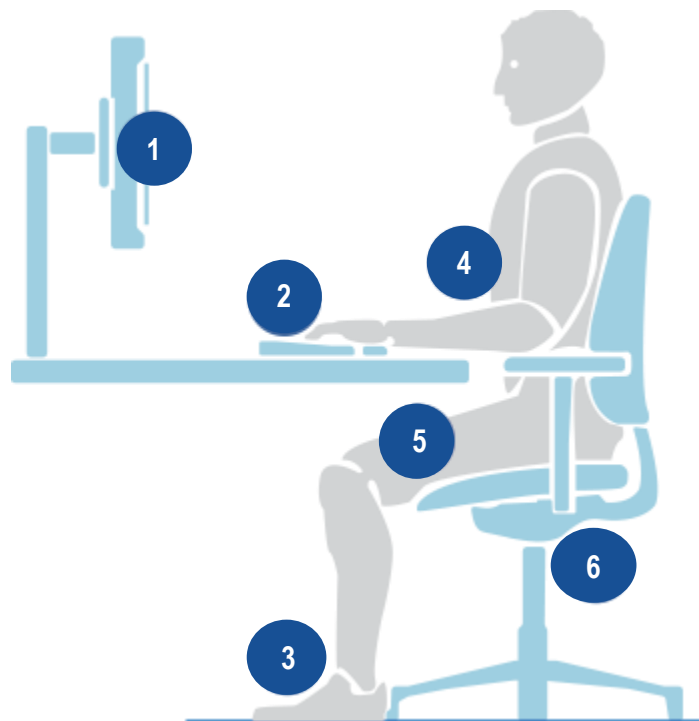
Please review the diagram below to perform a self-evaluation of your office workstation.

1. Begin by sitting at your workstation.
2. Evaluate your workstation components in relation to your body position, working from your head down to your feet.
3. Make adjustments as needed, based on the recommendations below.

1. Monitor positioned to prevent eye and neck strain. Avoid placement that would cause excess neck movement. Screen should be 18 to 30 inches from user.

2. Elbows should be bent 90° with neutral posture in wrists when typing. If you use a keyboard tray, it should not contact your legs.

3. Feet flat on the floor or on a foot rest. Area under the desk is uncluttered. Carpeted office? Use a plastic floor mat to allow your chair to roll easily.



The diagram above represents neutral postures in an office workspace. It is important to be mindful of your posture while seated at your workstation.

4. Back supported by chair. Chair adjusted to support natural curve of the back. Hips and knees at same level, parallel to the floor. Knees bent at 90° angle. A 2-4 inch gap exists between bent knees and edge of the seat.

5. Arms and wrists in a neutral position. Arms and wrists should not be tilted upward. Forearms should not rest on the top of the desk. Mouse or mouse platform is at the same height of the keyboard.

6. Hips and knees at same level, parallel to the floor. Knees bent at 90° angle.

**New furniture needed?** Please discuss needs with your immediate supervisor.

**Adjustments to existing furniture?** A work request can be entered into Archibus.

**Need to try a different office chair?** Contact Receiving & Stores at 7-5262.

**Questions about Ergonomics?** Contact Environmental Health and Safety at 7-1111 or [EHSOffice@uncc.edu](mailto:EHSOffice@uncc.edu).