



## OFFICE ERGONOMICS QUICK REFERENCE GUIDE

### CHAIR

#### BACKREST

- Adjust height to support lower back
- Tilt between 95-110°

#### ARMRESTS

- Adjust height to support arms when shoulders are relaxed
- Elbows should be at 90-100°

#### SEAT

- Allow 2-4 fingers of space between seat edge and back of legs
- Ensure you are sitting all the way to the back of the chair
- Adjust height so that elbows are 90-100° and knees are 90-100°
- Use footrest if feet not fully supported on floor

### MONITOR & LAPTOP

#### MONITOR

- Top line of text should be at eye level
- Monitor should be about arm's length away

#### LAPTOP WORK

- Limit laptop work to < 2 hrs/day
- Use external keyboard & mouse and raise laptop monitor

#### PHONE

- Position phone on non-dominant side
- Use a headset if you are frequently on the phone

### KEYBOARD & MOUSE

#### KEYBOARD

- Keyboard should be slightly below elbow height:
  - Use keyboard tray
  - Raise chair and use footrest
- Keep keyboard flat and wrists neutral

#### MOUSE

- Place mouse directly beside keyboard
- Use keyboard shortcuts
- Consider:
  - Mousing on the left
  - Using keyboard with separate numeric key pad

### STRETCH BREAKS

- Take a brief stretch break every hour
- Try the [UBC Stretch Guide](#) or [WorkSafe Sam "Stretch Prompter"](#)
- Go for a short walk at lunch!

### CONTACT

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