# 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

**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

**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

**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**

Christine Niven, Department Ergonomics Rep
604-682-2344 x66526
cniven@providencehealth.bc.ca