OFFICE ERGONOMICS

SEATED POSTURE FOR COMPUTER WORK

LOCKTON®

Setting up your chair and workstation correctly is the best way to improve your comfort, productivity, and overall well-being. It's also the best way to prevent the development of office work-related musculoskeletal disorders. Follow the road map below to make sure you're setup correctly.

START HERE

DON'T END HERE

Good lumbar support
Adjust the backrest height or lumbar support so that the S-curve in the spine is maintained.

Feet flat on the floor or supported by a footrest
Lower the chair or use a footrest for support.

Thighs are parallel to the ground
Raise or lower the chair so that the knees are in line with the hips.

Knees have room
Ensure 1-4" of space between the back of knees and front edge of seat. Adjust the seat pan depth or add a back cushion to push hips forward.

Elbows near torso
Move keyboard and mouse closer to body.

Shoulders relaxed
Adjust armrest height (or keyboard height if possible).

Wrists straight
Keyboard should be flat or slightly angled, and in line with the tips of the elbows.

Eyes Forward
Adjust the screen height and/or angle so that the top third of the screen is at eye level (monitor(s) should be lower for bifocal or progressive lens users).

Neck straight
Avoid reclining or leaning forward when viewing the monitors. Lock the backrest and position the monitor(s) at a comfortable viewing distance. Use monitor risers or a monitor arm if necessary. Dual monitors should be right next to each other and the same height. Try to minimize neck twisting by centering yourself in front of dual monitors.

To maintain both physical and mental health benefits, don't forget to Move, Stretch, and Walk every 30 minutes.

MOVE

STRETCH

WALK

You can do this while at your desk, in a meeting, on the phone, getting a drink, at lunch, on a break, or any time when you're not keying.