



## Setting up your office workstation

### Your Chair

Many people don't know your chair can be adjusted. The below can be maximise your comfort when sitting at a computer.

#### Seat Pan (the bit you sit on)

- ✓ Your seat pan should adjust in two ways - forwards/backwards (the depth) and up/down (the height).
- ✓ Under the pan, there will be different levers, one of which can adjust the seat pan both forwards/backwards.
- ✓ As a simple rule, taller users should adjust the seat forwards, shorter users backwards.
- ✓ The seat pan can be moved up/down with the 'height' lever - the aim is for your knees to be just over 90-degrees and feet flat on the floor.
- ✓ With your back against the back rest and knees at 90 degrees, 3-4 fingers should fit between the back of your knee and the front of the seat pan.

#### Seat Height

- ✓ Almost all office chairs have adjustable back rests that are adjusted by gently lifting the back rest up. You will hear the mechanism making a "cranking noise" as you slowly move it up. To lower it, pull it to its maximum height, then release.

#### Seat Arms

- ✓ Arm rests should be adjusted to a similar height to your desk and if you don't want to use them, hold the button underneath the arm rest, sliding them backwards.



## Your Desk

There are some simple tips to ensure your desk is set up as comfortable as possible including:

- ✓ Your desk should be big enough to comfortably fit all IT equipment with space for a pen and paper.
- ✓ Ideally, your desk space should be approx. 70cm from the floor, ensuring enough space for your legs.
- ✓ Consider using a standing desk if you prefer this option.
- ✓ If there is insufficient lighting, use a lamp pointing towards your desk, not your monitor (to avoid glare).
- ✓ Ensure your body is aligned with the monitor and keyboard, with your mouse to one side.
- ✓ If you have a telephone, this is ideally positioned on the opposite side to your mouse.

## Your Equipment

- ✓ The top of your screen should always be level with your eyebrows.
- ✓ If your monitor is on an adjustable monitor arm, you can need to adjust it accordingly.
- ✓ If you need to raise your monitor, a practical solution could to use a book or box.
- ✓ Position your screen an arms width away from you with your keyboard directly in front of you.
- ✓ When typing, your forearms should rest on your desk with your elbows at around 90-degrees.