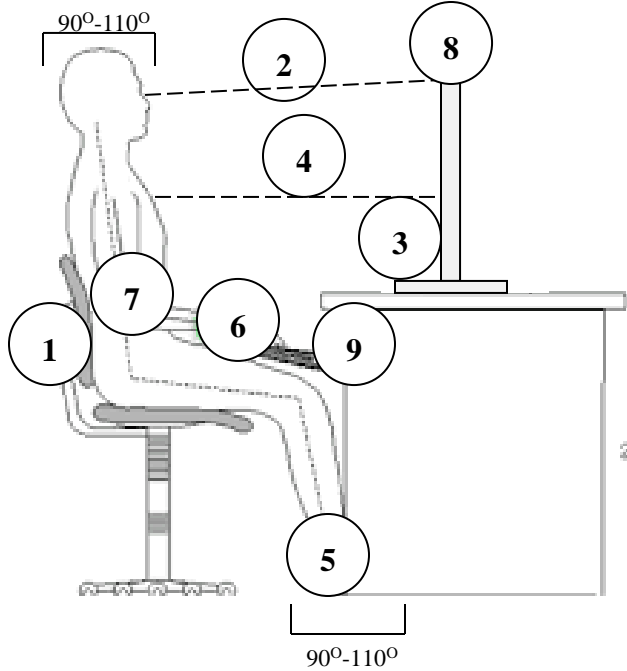
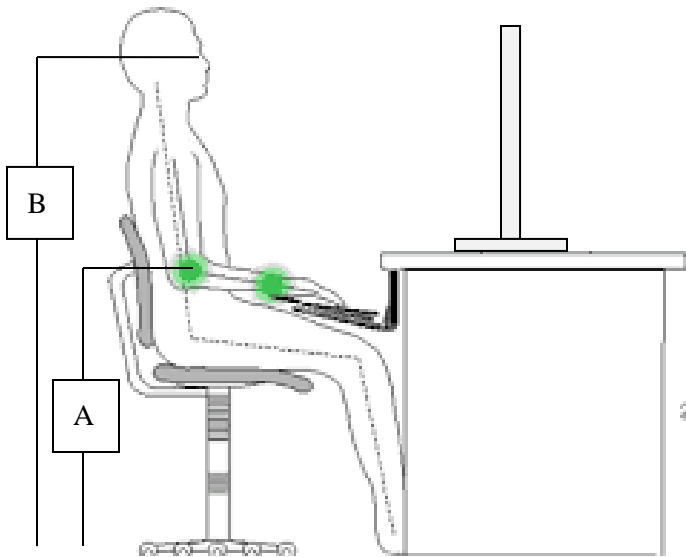


PROPER USE OF SEATED WORKSTATIONS

Prior to scheduling an ergonomics assessment or ordering new equipment, ensure your current workstation is set up properly using the guidelines below:



1. Sit back in your current chair.
2. Position your chair height so that the top of your monitor is 2-3 inches above your eye level.
3. Use an optical glass anti-glare filter on your screen, if needed.
4. Sit at arm's length from your monitor approximately 18-30 inches.
5. Place your feet on the floor or on a stable footrest.
6. Keep your wrists flat and straight in relation to your forearms to use your mouse or keyboard.
7. Keep your arms and elbows relaxed close to your body.
8. Center your monitor and keyboard in front of you.
9. Use a negative tilt keyboard tray with an upper mouse platform or downward tiltable platform adjacent to your keyboard.
10. For every 25 minutes of sitting, stretch for approximately one minute.



Seated Elbow Range (A)	Seated Eye Height Range (B)
21.9"	42"
22.3"	42.5"
22.6"	43"
22.9"	43.3"
23"	44"
23.8"	44.9"
24.4"	45.6"
25.3"	46.5"
26.4"	47.8"
27"	48.5"
27.8"	49.4"
28.6"	49.8"
29.3"	50.7"
30.5"	51.6"
31.3"	52.5"
32.1"	53.4"
32.9"	54.5"
33.7"	55.3"

Guidelines for Choosing the Proper Chair

When choosing an office chair, you want to take into account the following:

Comfort-Ensure your body can accept your chair choice. You will spend much of your time in it.

Mobility-Ensure that the chair choice is suitable for the workstation.

Flexibility-Ensure that the chair choice accommodates your body.

You also want to make sure the chair includes these key features:



1. Adjustable seat pan.
2. Lumbar support in chair back.
3. Chair raise/height.
4. Adjustable arm rests.
5. Five-wheeled legs.

Note: Mesh seats are to be avoided.

If you have any questions, please contact EHS at ehs@yale.edu or 203-785-3550. For more, visit ehs.yale.edu/office-ergonomics.