ERGONOMICS at the WORKSTATION – short info

**Seat adjustment:**

Adjust your chair easily and fast:

1. **Step** Sit upright in your chair and relax your shoulders.

2. **Step** Bend your arms in the elbow joints in a right-angled position.

3. **Step** Adjust seat height: adjust your seat height so that you can rest your lower arms on the table surface easily with your shoulders relaxed. (elbow angle min. 90°).

4. **Step** Using a keyboard, the seating height should be approx. 2-3 cm higher and a wrist pad should be used (wrist pad – palm rest).

5. **Step** Leg position examination:
   - If you find no secure hold on the floor with your knees in a right-angled position, you need a footrest.
   - If the angle of your knee joint is smaller than right-angled in your current seat height adjustment, you should heighten your desk.

**SITTING POSTURE:**

90° reference posture =
- soles flat on the ground
- 90° in the ankle
- 90° in the knee
- 90° in the hips
- 90° in the elbows

**MOVEREMENT:**

- The next sitting posture is always the best!
- enforce dynamic sitting
- change your sitting posture
- include short back exercises into your daily working routine
- get up in between – i.e. while on the phone, walk to the printer, ...

**POT. WORK APPLIANCES:**

- foot rest
- document holder

**LIGHTING:**

- natural lighting preferred
- lighting intensity from 300 to 500 lux
- lighting device parallel to viewing direction
- viewing direction parallel to window wall

**MOUSE and KEYBOARD:**

- Mouse should be positioned next to keyboard.
- Mouse should be directed by shoulder and elbow movements.
- Keyboard should be positioned as low as possible, directly in front of the user, in an easy to access position.

**SCREEN INSTALLATION:**

- The first screen line should lie around 15° below eye-level.
- Viewing distance = one arm-length
- The line of sight should reach the screen in a right-angle – stretching of neck muscles.
- Employee, keyboard and screen should form one line. Contortions to the side or other forced postures should be avoided.