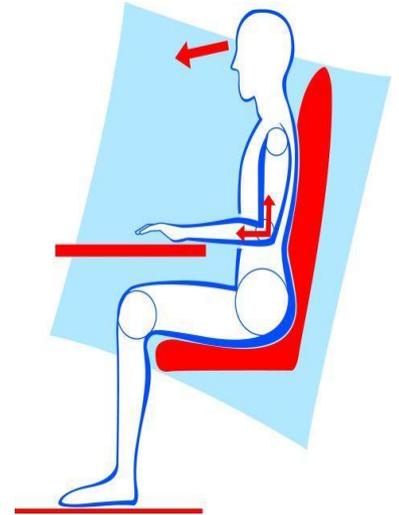# ERGONOMICS at the WORKSTATION – short info

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, die 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

POT. WORK APPLIANCES:
✓ foot rest
✓ document holder

MOVEMENT:
✓ 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, …

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.