**CHAIR**

Adjust your chair, so that:

- Low back cushion supports the back’s natural curve.
- Armrests allow for a 90° elbow angle and do not interfere with typing.
- Support thighs.
- Knees are at the same height as hips.
- 2-4 finger widths between back of knees and edge of seat.
- Feet rest flat on floor or use a footrest.
- Ankles are at a 90° angle.

**TIPS & TRICKS**

- Use a headset if you take phone calls regularly
- Take a break from typing by using a speech-to-text software
- Take short movement breaks every 30-60 minutes
- Drink water regularly
- Position monitor perpendicular to the window to reduce glare

**OFFICE ERGONOMIC GUIDELINES**

Fort Garry or Bannatyne Campus
204 - 474 - 6633
ehso@umanitoba.ca
umanitoba.ca/environmental-health-and-safety

**DESK ORGANIZATION**

Organize your desk, so that:

- A document holder is used when reading documents while using your computer.
- Frequently used items are nearby.
**MONITOR**

Position your monitor, so that:
- Top of monitor is at eye-level.

If frequently using two monitors, position your monitors, so that:
- Inside edges of monitors are in line with body midline.

If using a main monitor frequently, and a second monitor infrequently, position your monitors, so that:
- Main monitor is aligned with body midline, second monitor is positioned on one side.

Monitor riser is used if monitor is below eye level.

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**KEYBOARD, NUMERIC KEYPAD & MOUSE**

Position your keyboard and mouse, so that:
- Mouse is as close as possible to the keyboard.
- "H" key is aligned with body midline
- The mouse is swapped out for a numeric keypad when number keys are required.

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**KEYBOARD TRAY**

Adjust your tray, so that:
- Wrist float over the keyboard when typing and are not resting on keyboard tray.
- Keyboard and mouse are at the same level.
- Keyboard is preferably tilted away from the body.