

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.

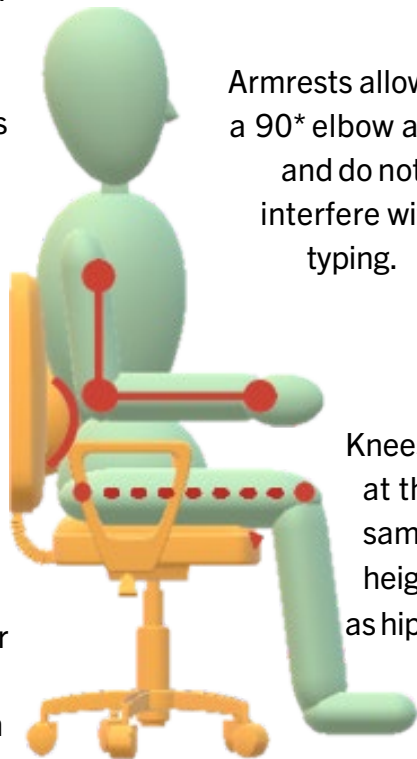
Support thighs.

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



DESK ORGANIZATION

Organize your desk, so that:

A document holder is used when reading documents while using your computer.

Frequently used items are nearby.



OFFICE ERGONOMIC GUIDELINES

Fort Garry or Bannatyne Campus

204 - 474 - 6633

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umanitoba.ca/environmental-health-and-safety



University of Manitoba

Environmental Health and Safety Office

MONITOR

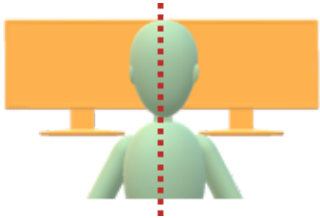
Position your monitor, so that:

Top of monitor is at eye-level.

Monitor is an arm's length away.



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.



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.

KEYBOARD TRAY

Adjust your tray, so that:

Wrists 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.