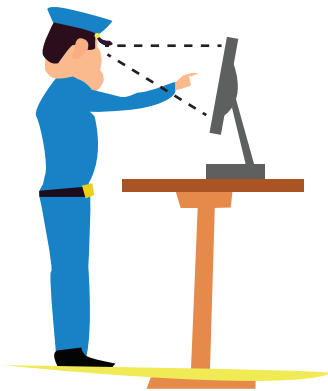


HOME OFFICE ERGONOMICS

STANDING

Adjust monitor at eye level and keep gaze between 0° and 65°.

Keep arms close to your body and bend elbows at 100° angle.



Keep head, legs, and torso in line with each other.

Keep feet flat on floor and remember to distribute your weight evenly.

Adjust screen contrast and brightness for comfortable and clear viewing.

REACH

Keep everything regularly used within close reach.

Space bar of keyboard should be 15cm away from edge of desk.



OPTIMUM REACH

! TIP

Be aware of how much time you spend sitting. Consider moving the computer to a kitchen counter to reduce the amount of time sitting. Also, take regular breaks! Move away from the computer at least 1/hr.

SITTING

WRISTS

Your wrists should be straight, you can use a wrist rest if needed. If you have armrests, adjust them so your arms are not too low or high.

ELBOWS

Adjust chair height so that the elbows are at desktop level.

LOWER BACK

Adjust your seat back for good lower back support, you can use a pillow if needed!



30°

EYE LEVEL

Adjust monitor so top of viewing area is at eye level

FEET

Your feet should reach the floor comfortably. If not, use a footrest or lower the chair

! TIP

To maximize or improve focus, make sure you have a work-space that is clean and free of clutter!

EXTRA TIPS:

TAKE
STRETCH
BREAKS

AVOID
SCREEN
REFLECTIONS

STAND UP TO
REACH FAR
OBJECTS

DON'T
IGNORE
BACK PAIN

Visit gvsu.edu/officeergonomics for more information

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