



How to set up your **WORKSPACE**



KEYBOARD AND MOUSE

- When using your keyboard or mouse, wrists should be kept straight and supported by a wrist support pad.
- Wrists should be at the same level as your elbows.
- Place your mouse within easy reach and on the same level as your keyboard.



MONITOR

- Elevate your monitor so that the top of the screen is at or slightly below eye level.
- Monitor should be placed close to you, approximately an arm's length away.



CHAIR

- Choose a chair with good back support. You may need to invest in a lumbar roll or a support cushion that fits over the back of the chair.
- Adjust the chair height so feet rest flat on the floor and thighs are parallel to the floor.
- Adjust chair armrests so your arms gently rest on them when your shoulders are relaxed and where your elbows are at a 90° angle when using the keyboard.



PHONE

- If you use the phone a lot, use a headset.



OFFICE SUPPLIES

- Keep key objects, such as your telephone, stapler and writing utensils, close to your body to reduce reaching and straining.
- Use a document holder to aid in typing large documents to reduce bending your neck. Keep the document holder close to the monitor to keep from turning and twisting the neck.



FOOTREST

- Use a footrest if the height of your chair is too high or if your desk height requires you to raise the height of your chair.



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