



## How To Set Up Your Workstation

*To improve comfort, safety, and productivity anywhere*



Raise the top of your monitor to eye level or below



Screen distance should be an arm's length away (18-30")



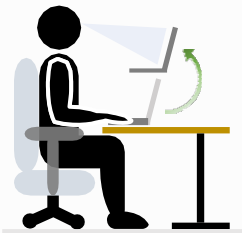
Keep elbows at your sides and rest gently on armrests



Maintain neutral wrists and forearms parallel to ground



Rest feet flat on the floor with knees at or below hip level  
Leave 1" to 2" space between calves and the seat's edge



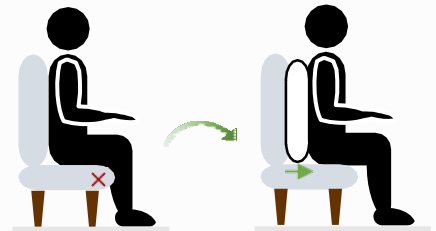
## Using A Laptop?

Raise your laptop to eye level  
*Try a stand, box, or step stool*

And use a separate keyboard and mouse

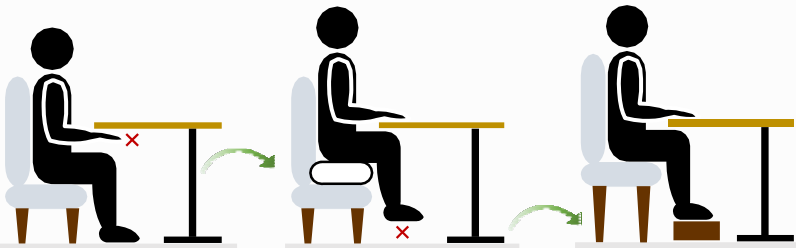


Or use a monitor and type on your laptop  
If you have a keyboard, mouse, and monitor, raise your laptop off to the side for dual monitors



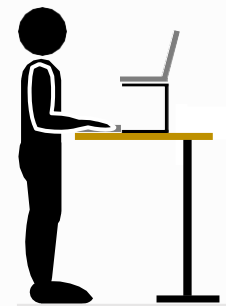
## Sinking In Your Deep Couch?

- Use a pillow to shorten the seat  
A pillow or towel roll can also be used for lumbar support



## Work Surface Too High?

- Use a taller chair or raise your seat with a cushion
- Use a footrest or box to support your legs from dangling
- Type on a lower surface like a keyboard tray, lap desk, or side table



## Prefer To Stand?

- Find a counter or tall surface
- Wear comfortable shoes
- Try standing on a kitchen mat



# Take A (micro) Break

Every 30 minutes  
For at least 10 Seconds



**Get Moving**

### Try Microbreak Exercises

When you exercise and move around, you activate your muscles and help improve circulation, energy, and mood. This can help you feel refreshed when you resume your work. Giving your body a break from prolonged and/or repetitive activities can help reduce your risk of injuries.



**Change Positions**

### The Next Position is the Best Position

No matter how good your posture is, if you have not moved in an hour, you are still loading the same structures in your body in the same direction for an hour.

### Switch It Up

Take active breaks by changing how you perform a task to reduce risk of repetitive motion injuries. *If able, try standing, varying your sitting positions, standing with one leg forward, switching hands, changing locations or alternating tasks.*



**Check Your Posture**

### Check In With Yourself

Bring your equipment to you instead of conforming your body to your equipment. Try setting a timer every 30 minutes to identify and correct any awkward postures. *Have you been hunched over your laptop? Leaning on your elbow? Crossing your legs? Rotating your neck to the right? Holding your fingers up when mousing?*



**Be Well**

### Stay Hydrated

Remember to keep drinking plenty of fluids. Take opportunities for water breaks.

### Take Care of Yourself

You can work more effectively and comfortable when take care of all aspects of your health and wellness.



**Protect Your Eyes**

### Reduce Eye Strain and Fatigue

**20** Every 20 minutes of screen time

**20** Look away for  $\geq 20$  seconds

**20** At something  $\geq 20$  feet away



**Hydrate Your Eyes**  
Remember to blink



**Minimize glare**  
Avoid facing or having your back to a window

## Questions?

For general ergonomics information, please contact Mike Miller, EHS Director, at [mmiller3@richmond.edu](mailto:mmiller3@richmond.edu).