ERGO Check!  
Proper Workstation Positioning

What is ERGONOMICS?  
Making your workstation fit YOU!

Is Your Workstation ERGO Friendly?

1. Chair Position
- Wrist rest
- Head level
- Elbows 90 deg
- Shoulders relaxed
- Lower back support
- Feet out in front
- No perching on edge of chair!

2. Reach
- Primary Work Zone 16" - FREQUENT work
- Secondary Work Zone 24" - OCCASIONAL work
- No awkward reaching!

3. Phone
- Use speakerphone or headset
- No phone on shoulder

4. Document Holders
- Decrease repetitive head movements
- Position paper as close to midline as possible
- Don’t move neck and back - use eyes!

5. Keyboard Tray
- Arms at 90 deg
- Wrist parallel to floor while working
- Shoulders relaxed
- Keyboard 2 inches below fingers

6. Monitor Height
- Distance is appropriate for vision
- Top of screen is at or below eye level
- Don’t lean towards the screen!

You’re ready to maximize your productivity!

Source:
http://www.healthyemory.org/ ergo/ergo-infographic.jpg
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