Office Ergonomics

1. Your knees should be at a 90° angle and your thighs should be parallel to the ground.
2. Your feet should lean against the ground or on a footrest.
3. Your lumbar hollow must be supported.
4. Your back must be well supported.
5. Your shoulders must be relaxed.
6. Your elbows should be close to the body.
7. Your forearms must be supported.
8. Your eyes must be aligned with the upper part of the screen.
9. The distance between you and the screen should be at least one arm length.

Progressive lenses: The screen must be lowered to view it without projecting the head backwards.

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Different Alternatives

Uniform Surface

- Facilitates the handling of paper documents while working at the computer
- Allows the forearms to rest directly on the work surface or on the armrests if the armrests are not obstructive
- Requires a good adjustment of the height of the work chair, otherwise positioning can lead to awkward postures
- Often requires the use of a footrest when the surface is too high

With Keyboard Tray

- Facilitates chair adjustment when paper handling is limited
- Allows the feet to rest on the ground in most cases, which facilitates the transition to the standing position
- This adjustment moves the working tools away from the user, so a larger range of movement is required to reach them.
- Involves readjustment of the seat height of the chair when working on the main surface

Use of Sit-Stand Workstation

- The proportion of work in a seated position should be about 2/3 of the working time compared to 1/3 for work in a standing position
- Do not exceed 20 to 30 minutes in a static standing position (or less depending on tolerance)
- The footrest can be used to vary the standing posture
- Remember that sitting and standing work in this type of position remains static, therefore you must take the time to move every hour