Office Ergonomics: Troubleshooting Discomfort

Use this list of potential sources of discomfort to check your workstation setup. Office Workstation Adjustments and Office Chair Adjustments handouts can be used for guidance on proper workstation and chair setup benchmarks.

**Neck**
- Screen height and alignment
- Screen and keyboard alignment
- Source document location
- Telephone cradling
- Looking down to portable electronics/laptop screen or to view documents

**Eyes**
- Glare from overhead and/or natural light
- Sufficient task lighting
- Clarity of text on screens

**Low Back**
- Seat pan height, depth, and angle
- Backrest height and angle
- Lumbar support height and depth
- Proper foot support
- Reaches and twisting

**Upper Back and Shoulders**
- Screen height and alignment
- Armrest height
- External devices for laptop
- Keyboard and pointing device location and height
- Telephone location
- Carrying laptop or heavy bags

**Buttocks and Legs**
- Seat pan height, depth, and angle
- Seat pan padding
- Sitting for extended periods

**Wrists**
- External devices for laptop
- Keyboard and pointing device location and height
- Keyboard slope and tilt (e.g. Lower keyboard feet to straighten wrists)
- Extended periods of tablet or smartphone usage

Take micro breaks each hour to change body position, encourage circulation, and stretch. Consider relaxing your eyes during micro breaks by using the 20-20-20 rule.