

# Standing Office Workstation Adjustments

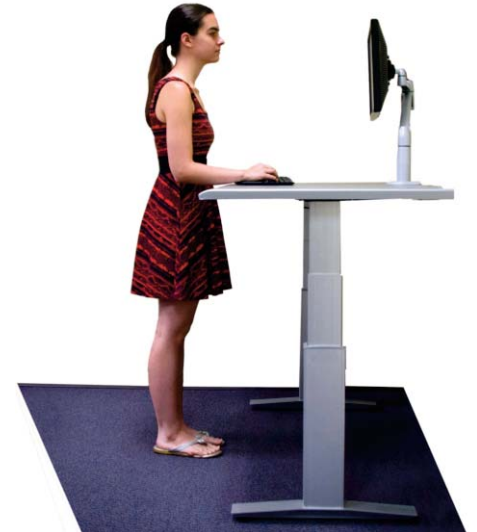
*To be performed in the following order*

## 1 Workstation, Keyboard, and Pointing Device Height

Raise the workstation to or just below standing elbow height. The keyboard and pointing device should be located on the same level and directly in front of you. While working, your elbows should be bent at approximately 90°, with wrists straight and shoulders relaxed.

## 2 Monitor and Document Holder

The monitor should be placed directly in front of you, and approximately an arm's length away. Set the height of the monitor so that the first line of lettering on the screen is at the same height as your eye height. If you wear bifocals, adjust to slightly lower than eye height. A document holder should be placed between the keyboard and the monitor. If it is placed to the side of the screen, the holder should be as close to and at the same height as the screen as possible. Both of these locations should help to minimize head movement while viewing paper documents.



## 3 Equipment Layout and Leg Clearance

Place most frequently used equipment close to you, and less frequently used items farther away. Place the phone on the side of the hand you use to answer it in order to reduce reaching and twisting across the body. Remove obstacles that interfere with proper positioning at the workstation.

## Standing Workstation Tips

- ✓ Wear shoes with good support while standing. In the event you choose an anti-fatigue mat, it more than likely will need to be moved when the chair is pulled up to the workstation in the seated position.
- ✓ Alternate between sitting and standing throughout the day. Be sure to sit before discomfort occurs.
- ✓ Alternating postures throughout the day can be instrumental in preventing musculoskeletal disorders by giving the body postural breaks and improving blood circulation. Industry research suggests that sitting should be combined with standing and/or moving throughout the day. One example of incorporating movement into the day is: Sitting for 20 minutes in a good posture, standing for 8 minutes, and completing some type of movement such as light stretching or walking for 2 minutes.
- ✓ Other resources to use with this handout: **Chair Adjustments Handout** and **Seated Workstation Adjustments Handout**



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