

## WORKS BETTER.

### HOW DO I SET UP MY WORKPLACE?

An ergonomic workspace turns your office into a comfortable and healthy environment where employees feel good and stay productive. **But what makes a workstation truly ergonomic?** Discover the fundamentals to help prevent back pain and discomfort.

#### 01 OFFICE CHAIR

##### SEAT HEIGHT

Adjust the height so that your feet rest flat on the floor and your knees form an angle between 90° and 110°. Your thighs should be slightly inclined downward so that your pelvis is higher than your knees.

##### SEAT DEPTH

Ensure there is a fist-width gap between the seat and the back of your knees when sitting with your back against the backrest.

##### BACKREST

Adjust the backrest to support your lower back up to your shoulder blades, with the lumbar support at belt level. Allow the backrest to move freely and adjust the resistance to provide proper support.

##### ARMRESTS

Relax your shoulders and let your upper arms hang naturally. Your elbows should form an angle of approximately 90° to 110°. The armrests should properly support your arms in this position.

#### 02 (SIT-STAND) DESK

The ideal height of your worktop is basically equal to the height of the armrests. If this is not the case, adjust the desk height and not the armrests.

**Using a sit-stand desk?** Make sure you stand upright with relaxed shoulders and your elbows at approximately a 90° angle.

■ **Make full use of your sit-stand desk by regularly switching positions.**

#### 03 ACCESSORIES

##### SCREEN

Adjust the top of your screen to eye level and maintain a viewing distance of 50 to 70 cm (about arm's length). Tilt the screen slightly (10°-20°) for a comfortable viewing angle.

■ **Use a monitor arm to quickly and easily position your screens at the correct height and distance.**

##### KEYBOARD

Place the keyboard directly in front of you, about 10 cm from the desk edge. Keep the keyboard legs folded down to avoid wrist strain. Ensure your forearms are well supported.

##### MOUSE

Position the mouse right next to the keyboard to prevent excessive reaching. Operate the mouse using your forearm rather than just your wrist.

# YOUR WORKSPACE PASSPORT



## DATE

## COMPANY

## WORKSPACE

Brand and model of chair

Chair height (A)

Height of armrests (B)

Desk height - sitting (C)

Desk height - standing

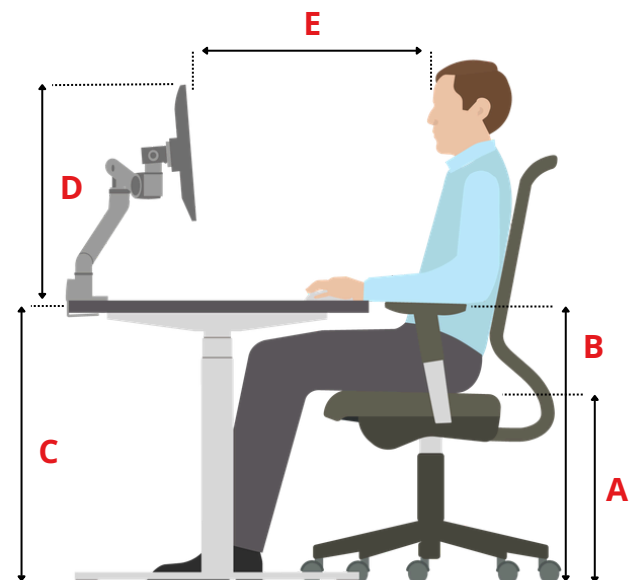
Monitor height (D)

Distance from monitor (E)

## PERSONAL INFO

Name

Position



## COMMENTS