Fact Sheet:

Ergonomic Office Setup
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General tips:
1) Provide good even lighting
2) Give yourself plenty of desktop space
3) Control unwanted noise
4) Arrange your storage sensibly
5) Provide heating and cooling
6) Correctly set-up your office chair - when purchasing a new office chair, ensure it:
   - Has an adjustable low back support
   - Is adjustable in height
   - Is stable - ideally a fived star base

Chair Setup
1) Elbow measure: elbows should be at a 90 degrees angle to your desk and your upper arms should be parallel to your spine. If not you need to adjust the height of the chair up/down
2) Thigh measure: you should be easily able to slide your fingers under your thigh at the leading edge of the office chair. If it is too tight you may need to prop your feet up with a foot rest
3) Calf measure: you should be able to pass a clenched fist between the back of your calf and the front of your office chair. If you can't do that then the office chair is too deep and the backrest may need to be adjusted forward or a lumbar roll support inserted.
4) Low back support: your bottom should be pressed against the back of your chair and there should be either some padding/or a lumbar roll to assist with the lumbar curve to help maintain a good posture and minimise the strain
5) Resting eye level: your gaze should be aimed at the top third of your computer screen, otherwise you might need to adjust the height of the computer to reduce neck strain
6) Armrest if you have one (not necessary): the armrest should be adjusted so it slightly lifts your arms at the shoulders to take the strain off the neck and shoulders