



SAFETY TALK

Office Workstation Setup

Adjusting your workstation is crucial for your physical health and well-being, as it can significantly reduce the risk of musculoskeletal injuries. Proper workstation setup minimizes strain on your body by ensuring your posture, reach, and seating are comfortable and aligned with your work tasks.

Monitors

- **No Bifocals**—Your eyes should be 1-3 inches below the top of your monitor frame while seated at a comfortable posture.
- **Bifocals**—Lower your computer monitor below eye level and turn your screen upward (tilting it back 30° to 45°). Ideally, you want to find a height so that you can read your monitor without doing neck extension.
- Try and have your monitors an **arms length away**
- **Equally Using 2 Screens**—position yourself directly in the middle of the dual monitors
- **1 Primary Monitor**—position yourself directly in front of the primary monitor and place the secondary monitor off to the side.



Chairs

- To adjust chair lumbar support, find the adjustment mechanism on your chair (typically a knob, tab, or ratchet) and move it up or down to align the support with the **natural curve of your lower back**.
- For ergonomic office chairs, the seat height should allow your **thighs to be parallel** to the floor.
- Most ergonomic chairs have a lever or button to slide the seat forward or backward. Ideally 2 finger width between the seat and your calves.

Keyboards

- Place the keyboard directly in front of the user, with their shoulders relaxed and elbows close to the body. The **wrists should be straight** and in-line with the forearms.
- To avoid overreaching, place the keyboard (and mouse) close to the front the desk or surface but not right at the edge (about 5m or 2 inches). The **elbows should stay close to the body** with the hands reaching the keyboard comfortably.

Footrest

- A footrest should be used in an office when your **feet don't comfortably reach the floor** while seated. Using a footrest can improve posture, reduce leg strain, and promote circulation.

Desk Height

- **90-degree angle** at the elbow when working at the keyboard or surface.

Safety is everyone's responsibility!

DATE: _____
FACILITY: _____

SAFETY TALK LEAD BY: _____
DEPARTMENT: _____

DISCUSSION QUESTIONS:

HAVE I TRIED ADJUSTING MY CHAIR AND MONITOR?

HAVE I DONE THE OFFICE ERGONOMIC MODULE ON THE STAFF RESOURCE CENTRE?

EMPLOYEE CONCERNS & IDEAS FOR IMPROVEMENT:

EMPLOYEES PRESENT:

FOLLOW UP ON CONCERNS:

If you have any feedback on the Safety Talks program or a suggestion for a Safety Talk, please contact a member of the Wellness & Safety Team or email healthpeihr@ihis.org.

Safety Talks can be found on the Staff Resource Centre at: <https://src.healthpei.ca/safety-talks>