

# Office ergonomics: recommendations

Office work, especially with a poor set-up, can cause eye fatigue and pain



**This brochure is a how-to guide to help you  
feel more comfortable at your work station**

## How to set up an ergonomic workstation?

### Seat



- ★ Position your back against the backrest
- ★ Adjust the seat so that your forearms rest on the work surface or on the armrests, elbows bent around 90°
- ★ Adjust the back of the chair to a 90°-100° reclined angle
- ★ Place your feet flat on the ground or on a footrest

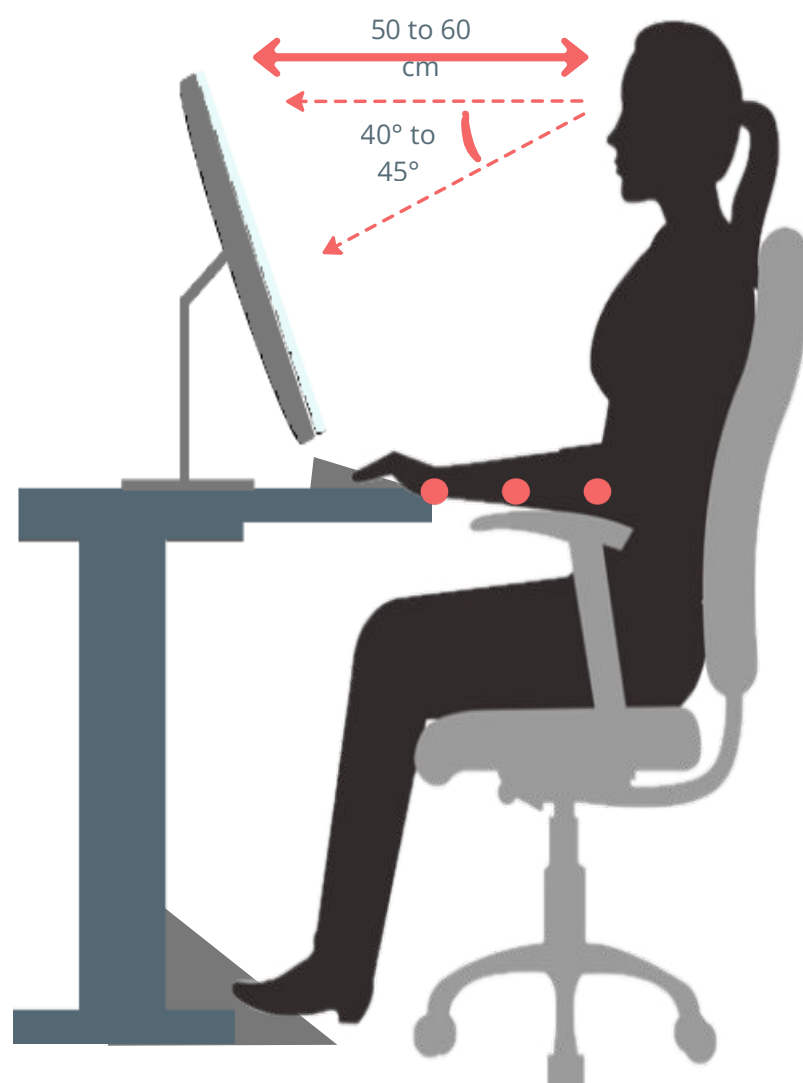
**The various seat adjustments are essential for a good fit**

### Screen



- ★ Eye-to-screen distance = 1 arm's length
- ★ Adjust the monitor height to eye level
- ★ Angle the screen according to your eyesight
- ★ Adjust screen settings (light intensity, contrast, etc.) according to your task and to the environment

**A screen placed too high or too low causes neck strain**



### Keyboard



- ★ Parallel to the screen
- ★ There should be enough depth on the desk to allow for forearm support
- ★ Use your keyboard flat (feet down)

**Typing with arms outstretched or in midair put strain on the upper limbs**

### Mouse



- ★ Close to the keyboard
- ★ Mouse pad to optimise the position, if necessary
- ★ Maximize use keyboard shortcuts

**A mouse too far from the keyboard moves the arm away from the body axis and puts strain on the shoulder.**

***Each time you switch position it is necessary to adjust the screen height and your chair settings***

# Customize your workstation according to your specific needs

## Seat options

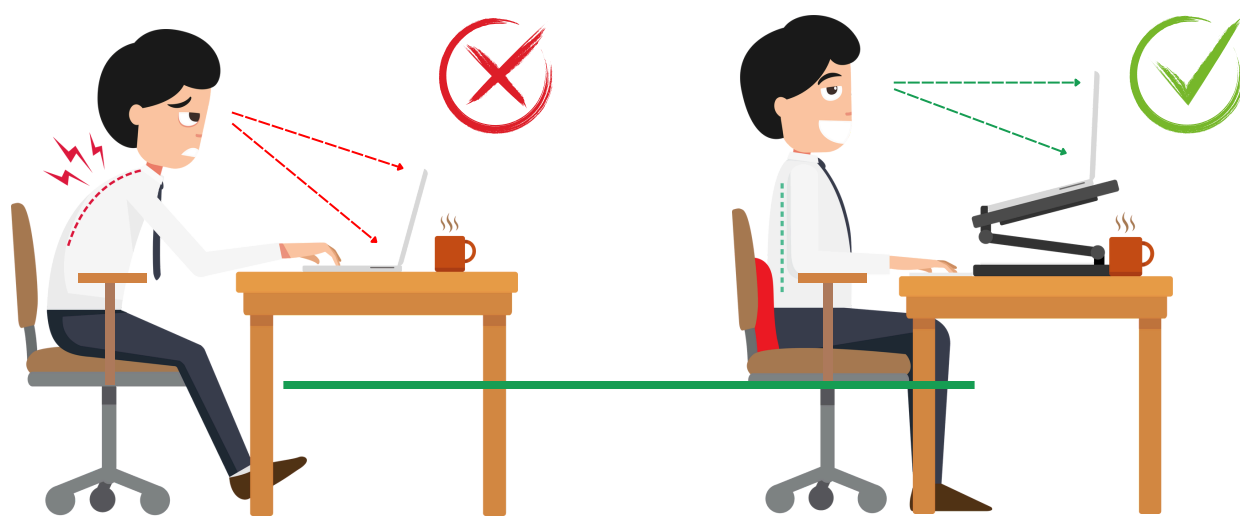
Depending on the adjustments available on the seat :

- ★ When adjusting the seatpan, keep 2-3 fingers' width distance between back of the knee and seat.
- ★ Position the armrests at the same level as the work surface or slide them under the desk if you don't use them.
- ★ Adjust the height of the backrest to fit the curve of your spine (lumber support)

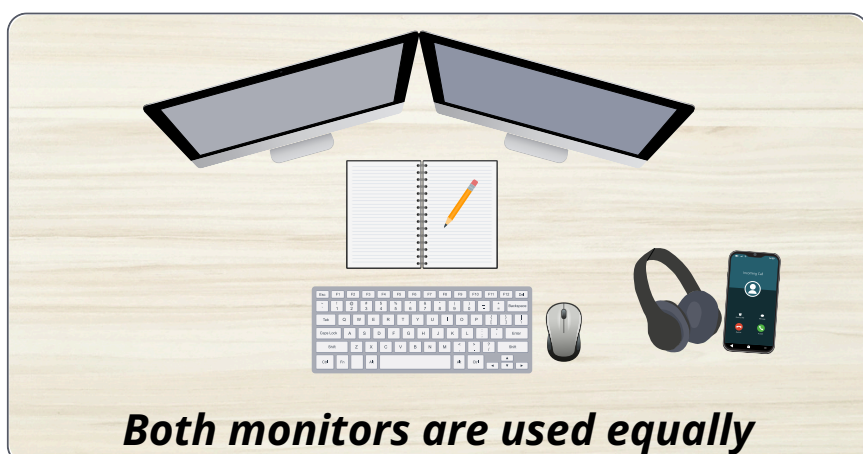


## Use of a laptop

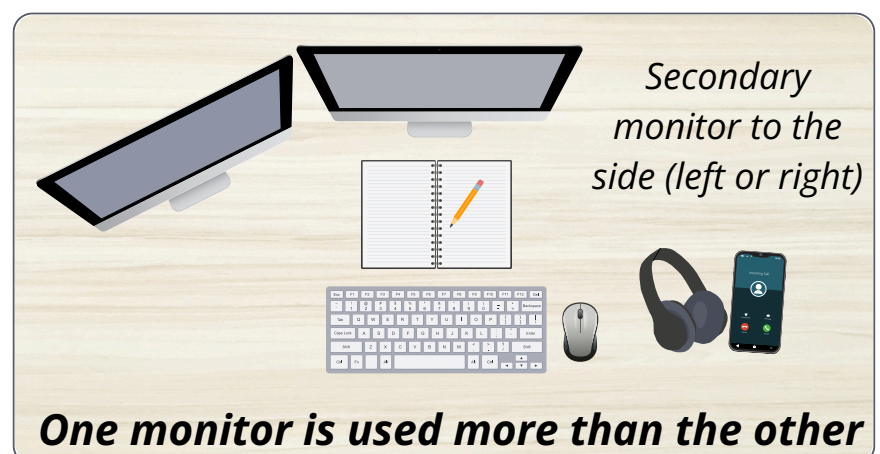
- ★ Use an adjustable **laptop stand**
- ★ With **keyboard** and **mouse**



## Dual monitor set up



This setting is suitable for an **equal** use of both monitors (50%/50%)



This configuration will be preferred if there is a **primary** and a **secondary** screen (70 %/30%)

## Phone use



- ★ Use of a headset or headphones when possible
  - one headphone if you need to communicate with those around you regularly
  - two headphones if you have extended phone conversations



**Follow the above recommendations to ensure you are comfortable at your workstation**

## How to avoid postural and visual fatigue

### ★ Take frequent **active micro breaks**!

- 5 min every hour or 15 min every 2 hours depending on the task requirements

### ★ Practice **relaxation exercises** several times a day

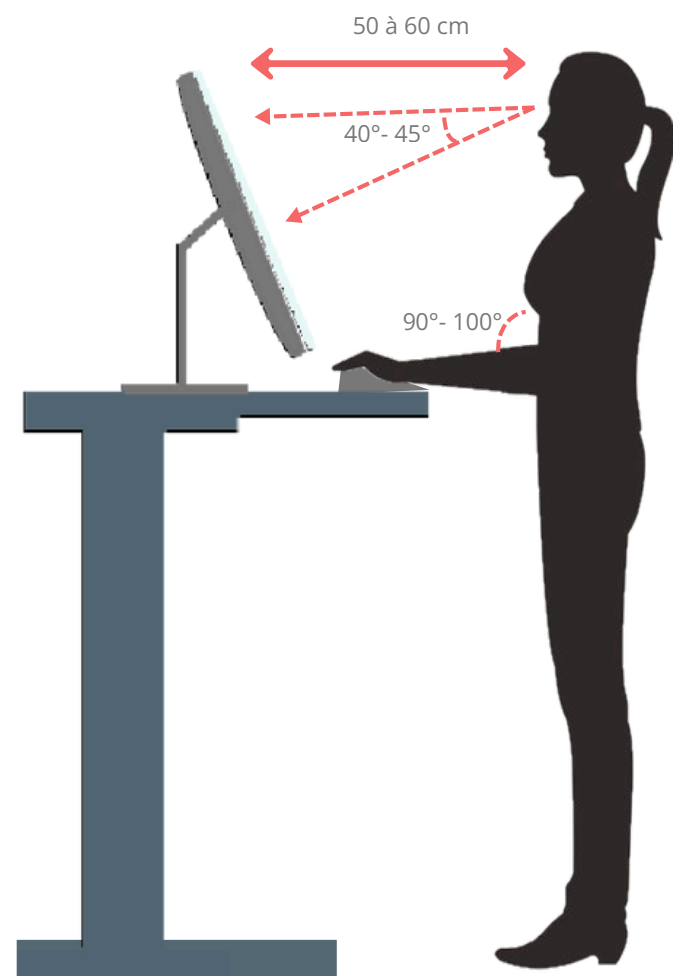


### ★ **Change posture regularly**




- Working in a standing position : favor short but regular sessions
- Get up from your chair and move around frequently

*Avoiding sedentary behavior is essential to prevent risks associated with office work*

*Moving regularly is one of the most important things you can do for your health*



### ★ Take **visual breaks** and do eye exercises regularly

-  Blink for 30 seconds, in an exaggerated way
-  Close your eyes, cover them with your palms, for 1 minute
-  Look away from the screen, into the distance

**Every  
60 minutes,  
60 seconds!**

**For any further information, contact our team of professionals:**  
[prevention@preveam.fr](mailto:prevention@preveam.fr)