Workstation Set-up

- Feet flat on floor (with adjustable workstations)
- No weight on thighs—if computer on desk, a footrest may be required
- Sitting close enough to create an L-shape with arms
- Monitor approximately arm’s length away
- Top of monitor level with eyes
- Copy holder in front (if required)
- Monitor in front (check by standing behind seated staff member)
- Check chair for comfort—adjust if necessary
Health and Safety Unit

Workstation Set-up

- Feet flat on floor (with adjustable workstations)
- No weight on thighs—if computer on desk, a footrest may be required
- Sitting close enough to create an L-shape with arms
- Monitor approximately arm’s length away
- Top of monitor level with eyes
- Copy holder in front (if required)
- Monitor in front (check by standing behind seated staff member)
- Check chair for comfort—adjust if necessary
Workstation Set-up

- Feet flat on floor (with adjustable workstations)
- No weight on thighs—if computer on desk, a footrest may be required
- Sitting close enough to create an L-shape with arms
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