

10 Tips for Office Ergonomics



1 For an **ergonomic sitting position**, your elbows and knees should be at a **90° angle**.

6 **Side lighting** is best, so set up the workstation parallel to the window.

2 Keep the **monitor, keyboard and chair** in a straight line to avoid twisting your spine.

7 A mix of **indirect and direct light sources** with neutral white or daylight white workplace lamps is ideal.

3 The **top of the screen** should be exactly at **eye level**.

8 The eye-monitor distance should be **one arm's length** (50 – 80 cm).

4 For **individual adjustment**, German legislation requires that screens must be able to **rotate and tilt**.

9 **Office plants** humidify the air and prevent the surface of the eye drying out.

5 You should be **looking slightly down at the monitor**. That relieves strain on the neck muscles, closes the eyelids slightly and helps to reduce eye drying.

10 **Using two monitors** boosts efficiency and reduces errors. You can turn a tablet into a second standing monitor using a mount.

