

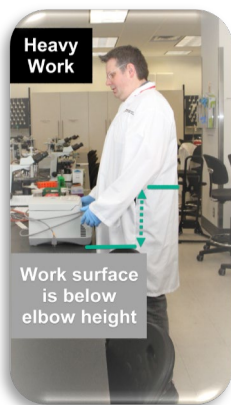
Setting up your workstation and applying ergonomic principles will help keep you safe and comfortable at work. Use this document combined with the [Proactive Ergonomic Program](#) resources for ergonomic assistance.

**Setting Up Your Workbench Workstation**  
**Workstation Posture and Computer Workstation Setup**  
**Workstation Recommendations**  
**Microbreaks**  
**Early Detection of Signs and Symptoms of Discomfort**



## Setting Up Your Workbench Workstation

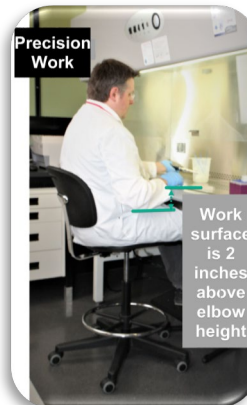
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### Workstation Height

- 1 Heavy work: lower workstation below elbow
- 2 Light work: keep workstation at elbow height with shoulders relaxed.
- 3 Precision work: raise your workstation above elbow height to improve hand eye coordination. Keep shoulders relaxed, support elbows and forearms. Try to maintain a neck neutral posture by bending at the hips.
- 4 Non-adjustable workstations: refer to Laboratory Workstation Trouble Shooting resource.

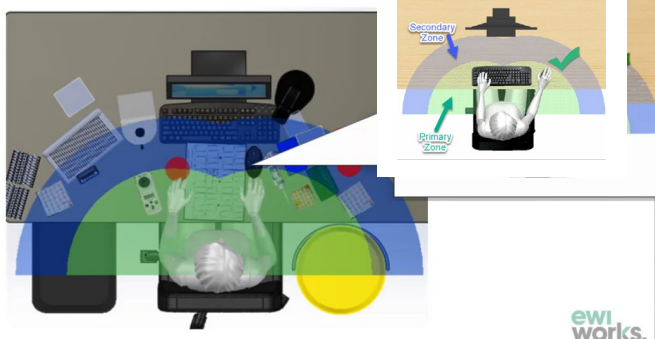
### Equipment Placement

Keep tools and equipment used on a frequent basis (34-66 % of your shift) in the primary zone (green area) and items used on an occasional basis (0 – 33%) in the secondary zone (blue area).

Keep your workstation free of clutter by using storage shelves. Keep items used most often on mid-range shelving, heavier items on mid to lower levels and lighter less frequently used items on the top shelves. Frequently used items should be stored close to the workstation.

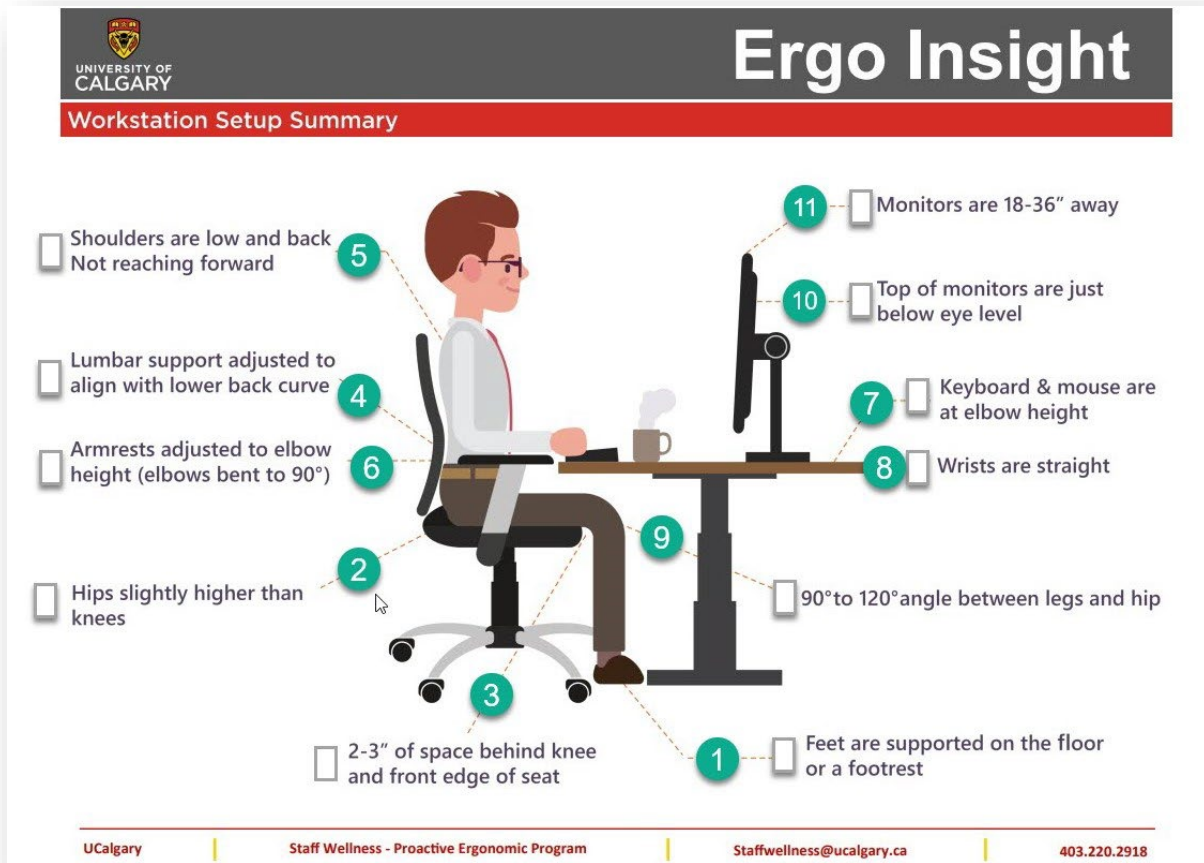
Use bins that tilt toward the worker to decrease reaching distance.

## Reach Zones



<https://www.ewiworks.com/>

## Workstation Posture



<https://www.ewiworks.com/>

Take a photo or video of yourself working to ensure you are using good posture and work practices.

Standing workstation set up: follow the above principles #5, 7, 8, 10 and 11.

## Computer Workstation

Computer workstation: Use the Office Self Adjustment Tool (15-minute interactive video) and resources to set up your workstation.

Training: <https://www.ucalgary.ca/hr/wellness/occupational-health/training>

Laboratory Resources: <https://www.ucalgary.ca/hr/wellness/occupational-health/ergonomic-resources>

# Workstation Recommendations

WORKSTATION TYPE	RECOMMENDATIONS
<p data-bbox="261 667 435 695">Sitting Station</p> <p data-bbox="277 741 418 835">Computer Workbench BSC</p> 	 <ul data-bbox="1016 478 1458 894" style="list-style-type: none"><li data-bbox="1016 478 1458 699">❑ Sit with back against the backrest for support. Use the stool foot ring <u>intermittently</u> for lower extremity support: a tall foot stool should be used for prolonged work.</li><li data-bbox="1016 709 1458 894">❑ Avoid prolonged perching (tucking feet under the chair/stool onto the foot ring/base). Sit with knees between 90 -120 degrees.</li></ul>  <ul data-bbox="1016 982 1458 1318" style="list-style-type: none"><li data-bbox="1016 982 1458 1087">❑ Fully support feet on the floor or on a footstool. Knees are at or slightly below hip height.</li><li data-bbox="1016 1098 1458 1318">❑ Take microbreaks (20 seconds to 2 minutes) to move your legs periodically, such as stretching your legs out, moving your ankles and if able, stand up, stretch and take a brief walk.</li></ul>  <ul data-bbox="1016 1591 1458 1696" style="list-style-type: none"><li data-bbox="1016 1591 1458 1696">❑ Computer workstation: use the <a href="#">Office Self Adjustment Tool</a> for workstation set up.</li></ul>



## WORKSTATION TYPE

## RECOMMENDATIONS

### Prolonged Standing Station



- Use antifatigue mats in low traffic areas, with minimal debris.
- Take microbreaks to move lower extremities.
- The standing workstation should have toe clearance to allow unrestricted movement and proximity to the task.

- Alternate weight bearing using a footrest.
- Feet should point toward the task.



### Leaning Station




- Use a leaning stool with secured stoppers on the rear stool legs.

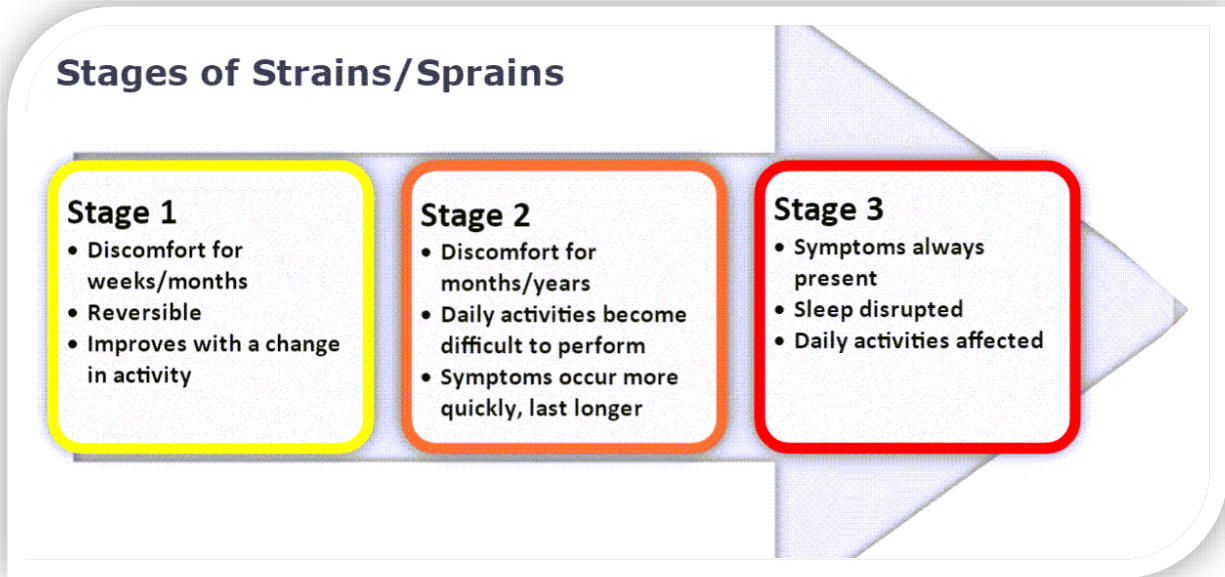


- Alternate between leaning and standing (use a partial squat or lunge position for appropriate workstation height).

WORKSTATION TYPE	☑ RECOMMENDATIONS
<p><b>Prolonged Activities (Repetition and static activities)</b></p> 	<p>Take microbreaks to provide a break for your brain and body to recharge. Perform work relief exercises, change the task, change your body position and/or perform relaxation techniques.</p>  <p>While keeping hands in the BSC, perform some movement breaks such as reaching forward and then squeezing shoulder blades back, rolling shoulders, neck movements (chin to chest, look up, look side to side, tip ear to shoulder), leg movements (raise onto toes, stretch legs out and bend and straighten knees one at a time), wrist movements (rotate wrists, bend up and down) and spread fingers in and out.</p> <p>Posture checks: every 20 – 30 minutes check your posture</p>

## Micro-breaks

☒ ISSUE	☑ RECOMMENDATIONS
<p><b>Static Positions</b></p>  <p><a href="https://www.ewiworks.com/">https://www.ewiworks.com/</a></p>	<ul style="list-style-type: none"> <li>☐ Take micro-breaks (20 seconds to 2-minute breaks) for a total of 5 minutes every hour. Set a timer to remind yourself to move or change positions.</li> <li>☐ Micro-breaks can consist of relaxation techniques, general movements to help with blood flow, recommended exercises provided by your health care provider, and/or an activity unrelated to work tasks.</li> <li>☐ Prolonged computer or fine dexterity tasks: take a “visual rest break” every 20 minutes to reduce visual strain. Look at an object at least 20 feet away for 20 seconds.</li> <li>☐ Prolonged standing: move your lower body periodically. Alternate your feet on a footrest when standing to assist with movement and position changes. 45 minutes sitting: 20 minutes standing.</li> <li>☐ Alternate between right- and left-hand activities if able.</li> <li>☐ Change activities and/or body position.</li> <li>☐ Use equipment to help decrease demand.</li> </ul>



Diagrams: <https://www.ewiworks.com/>

Early detection of discomfort is extremely important to mitigate injury progression. Refer to the **Proactive Ergonomic Program** website for further symptom prevention and management information.