

Ergonomics Quick Guide

Topic: Office workstation ergonomics for hybrid teams

Why it matters

Poor workstation setup contributes to neck/shoulder strain, lower-back discomfort, fatigue, and reduced productivity. Small adjustments can reduce risk and improve comfort for most users.

5-minute setup checklist

Item	Target
Chair height	Feet flat; knees ~90°; thighs parallel to floor
Back support	Lumbar supported; sit back in chair
Monitor	Top of screen at eye level; ~arm's length away
Keyboard & mouse	Elbows ~90°; wrists neutral; mouse close
Breaks	Micro-break 30–60 sec every 20–30 min; stretch daily

Common issues & fixes

Issue	Quick fix
Laptop-only work	Use a stand + external keyboard/mouse, or raise screen to eye level.
Neck tension	Raise monitor; bring screen closer; avoid looking down.
Wrist discomfort	Keep wrists neutral; lower keyboard; avoid resting on hard edges.
Glare/eye strain	Place screen perpendicular to window; use blinds; adjust brightness.

Escalation criteria

If discomfort persists for more than 7 days, worsens, or includes numbness/tingling, report to your leader and follow your organisation's incident and ergonomics assessment process.

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