

## Sit/Stand Workstation Guide

The following guide provides information on sit/stand workstations and tips on how to set them up. (This guide can be found on the [BCIT Ergonomics Webpage](#).)

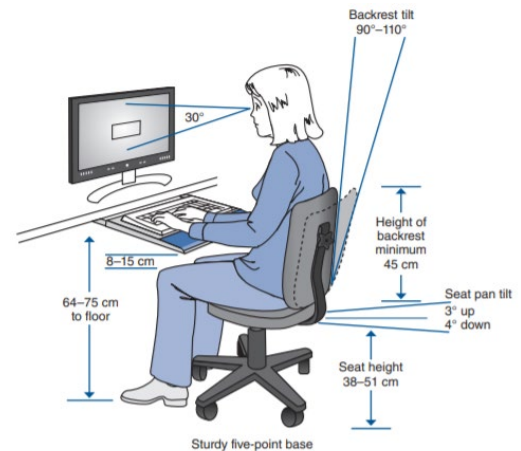
### Monitor Height

When sitting or standing at your workstation, it is important to always adjust your monitor. The top of your monitor should be at, or slightly below, eye level.

### Sit Position

When sitting at your desk with the platform at base level you should:

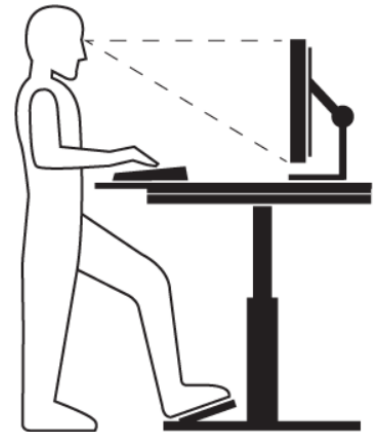
- set up your chair, arms rests and keyboard tray to ensure your body is at as much of an “at rest” position as possible (90-110°)
- ensure your feet are planted firmly on the floor (or on a foot rest)
- adjust your monitor



### Stand Position

When changing to the stand position, ensure that you:

- pick a height that allows for your arms to be as close to “at rest” as possible (90-110°), and
- adjust your monitor



### Mark the Height Setting

A tip for making the change from sitting to standing easier: mark the right height setting with tape. This will make sure you do not need to keep trying to figure out the height after each adjustment.

### The Right Mix

The right ratio of sitting to standing is important. For every 1 to 2 hours of sitting, stand up to an hour. A ratio of sitting to standing should be between 1:1 or 2:1.

### Micro Breaks

Using a sit/stand workstation can provide a false sense of security. The most important control for MSIs is reducing exposure, this means ensuring that you allow for micro/stretch breaks often.

#### Micro/Stretch Breaks

- Less than 2 minutes every 20-30 minutes (take a longer break every few hours)
- Rest your hands in a relaxed, flat, straight posture
- Stretch at your desk
- Take a walk and move your body (to counteract too much sitting/standing)

#### Eye-breaks

- Relax your eyes
- Every 20 minutes look about 20ft away from you for 20 seconds

## Proper Footwear

According to the Ergonomics Health Association, worker should “wear shoes that are appropriate and safe for lengthy standing periods. This means leaving high heels and uncomfortable dress shoes at home [or bringing comfortable shoes to work to change into]”.

## Anti-Fatigue Mats

According to the CCOHS, anti-fatigue mats are designed to reduce fatigue caused by standing for long periods on a hard surface (e.g., cement floors). Fatigue-reducing mats can be made of various materials including rubber, carpeting materials, vinyl, and wood. These are recommended when using a sit/stand workstation.

## Cord Management

If your sit/stand workstation is powered, ensure that the workstation does not pull on any cords. All cords should be cleared from any potential pinch points that can cause damage to the cord.

## Tips and Tricks Video

[Ergotron WorkFit® Tips and Tricks](#)

## References

- Canadian Centre for Occupational Health and Safety. Sit/Stand Desk. [https://www.ccohs.ca/oshanswers/ergonomics/office/sit\\_stand\\_desk.html](https://www.ccohs.ca/oshanswers/ergonomics/office/sit_stand_desk.html)
- Healthline. 6 Tips to Use a Standing Desk Correctly. <https://www.healthline.com/nutrition/6-tips-for-using-a-standing-desk>
- Ergonomics Health Association. Standing Desk Ergonomics Guide: The Best Practices in 2021. <https://ergonomicshealth.com/standing-desk-ergonomics/>
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