

This guide is provided to assist you in making your workplace a safer and more comfortable place to work. With this information, you should be able to examine your workplace and make adjustments that will improve the ergonomics of your workstations.

LIGHTING

1. To reduce glare and eye strain, the monitor should be positioned at a **right angle to windows** in the office.
2. Windows should have **blinds** or other means to control incoming light. (Use them!)
3. Keep the monitor screen **clean**!
4. **Glare screens** can be used as a last resort.
5. **Task lighting** should be used if more light is needed at in your workspace. Indirect lighting is best.

KEYBOARD and POSTURE

1. Elbows should be at sides with shoulders relaxed. Keyboard should be pulled close to the body.
2. Keyboard support surfaces should be **wide** enough (*minimum ~25 inches*) to accommodate the keyboard and the mouse. An alternative is to utilize two separate surfaces, e.g., a keyboard and a mouse tray which are the same height.
3. Keyboard **height** should generally be *between 23 and 28 inches* such that the keyboard height is approximately equal to seated elbow height and forearms are roughly parallel to the floor with elbows bent 90 degrees. Adjust chair height to accommodate this elbow/forearm position and utilize a footrest if necessary.
4. Computer table should be as **thin** as possible to allow plenty of thigh clearance. (Standard desks do not make good computer tables because the height is generally too tall and the desk too thick.)
5. Wrists should be **flat** over the keyboard. **Wrist rests**, which are approximately the same height as the keyboard space bar, may assist in keeping wrists in this neutral, flat position. Lowering the back legs on the under-side of the keyboard may also help keep wrists neutral while typing.
6. Arms and wrists should not be rested against a **hard and/or sharp surface**. Wrist rests can be used to provide a padded, soft surface to rest the wrists.
7. **Move** the whole hand to reach distant keys; don't stretch the hand. Utilize the wrist rest only when **not** typing so that you move your hands when reaching for keys.

MONITOR

1. The top line of the screen should be **at eye level or below** so operator looks slightly down at screen.
2. The operator should not have to tilt the head back to look at any parts of the screen. People with **bifocals** have particular trouble with this. It is best for bifocal wearers to position their monitor screens very low, or get computer glasses.
3. Position monitor directly in front of the user, not to the side. The **depth** of the computer work surface must be deep enough (*minimum 30 inches* depending on size of monitor) to allow this set up. Positioning monitors to the side may cause neck strain.
4. Keep an **arm's length away** from the front of the monitor. Also keep an arm's length away from the backs and sides of other monitors.
5. **Document holders** should be about the same height and distance away as the computer monitor.

SEATING

1. Chairs should provide **good lumbar (lower back) support**. Sit back in chair and use the backrest. Do not perch on the front edge of the chair.
2. Chair height should be adjusted such that the **feet rest flat on the floor** with the thighs parallel to the floor. If work surfaces are too high, the chair should be raised up to an appropriate height and footrests used under each workstation.
3. Many chairs are available with adjustable (height and/or width) **arm rests**. If provided, arm rests should be padded and at a height that allows elbows to be at one's side. In addition, arm rests must be recessed such that the user can easily pull up to the work surface and work with elbows at approximately 90-degree angles.
4. **Clearance for the legs** should be provided at all seated computer workstations.

WORK PRACTICE

1. **Stretch** several times a day (at least once per hour) and take frequent mini-breaks from keying.
2. **Change posture** frequently.
3. Do not **bang** keys. Keep hands and fingers as **relaxed** as possible over the keys.