COMPUTER WORKSTATION ERGONOMICS

**HEAD:** Upright and over your shoulders.

**SHOULDERs:** Down and relaxed.

**BACK:** Sit upright and all the back in the chair.

**ELBOWs:** Close to your body.

**FOREARMS & THIGHS:** Parallel to the floor to your body.

**LEGS:** Ensure seat offers adequate padding, width, and depth for comfort and support. Ensure ample clearance (~2 inches) between back of legs and seat pan.

**EYES:** Top of screen at or slightly below eye level. Screen located about one arm-length away.

**FOREARMS, WRISTS & HANDS:** Straight with fingers floating over keys.

**THIGHs:** Ensure ample clearance.

**KNEE:** Ensure ample clearance.

**FEET:** Flat on the floor.

**ADDITIONAL TIPS:**
- Keep frequently used items within easy reach (e.g., phone, binder, paper).
- Take frequent breaks to stretch, change posture, or walk around. Take micro-breaks lasting 10-15 seconds every ten minutes during job tasks. Take mini-breaks lasting 3-5 minutes every thirty to sixty minutes.
- Use softer touch when keying and relax your grip when using the mouse.
- Ensure space under desk is clear and allows ample clearance for thighs and legs for movement and stretching.
- Vary work tasks. Alternating your work activities and postures throughout the day are considered breaks.
- Learn all features on your chair and make appropriate adjustments to suit your needs.
- Use your whole arm to move the mouse, not just your wrist.
- Use a document holder if documents are referred to extensively.
- Use phone headset for prolonged phone usage.
- Use glare screen if glare conditions cannot be resolved otherwise.
- Use lumbar pillow if you need additional back support.
- Use footrest if feet are dangling.
- Wear computer glasses if medically required.
- Avoid contact stress with sharp edges and hard surfaces.
- Keep keyboard tray flat or at a negative tilt (i.e., front is higher than back).
- Apply good ergonomics workstation practices both at work and at home.

**Short breaks give the body rest, reduce discomfort, and improve your performance.**

---

**Workstation Setup**

1. **KEYBOARD & MOUSE:** Position keyboard and mouse next to each other and at elbow height by adjusting chair.
2. **FEET:** Flat on the floor or use a footrest. If footrest is not desirable, consider an adjustable keyboard tray.
3. **MONITOR:** Ensure top of screen is at or slightly below eye level. If not, adjust the monitor’s height by removing any items from underneath it.

---

**Have an Ergonomics Question? Need Assistance? Need an Ergonomics Assessment?**

Call Ext. 3059