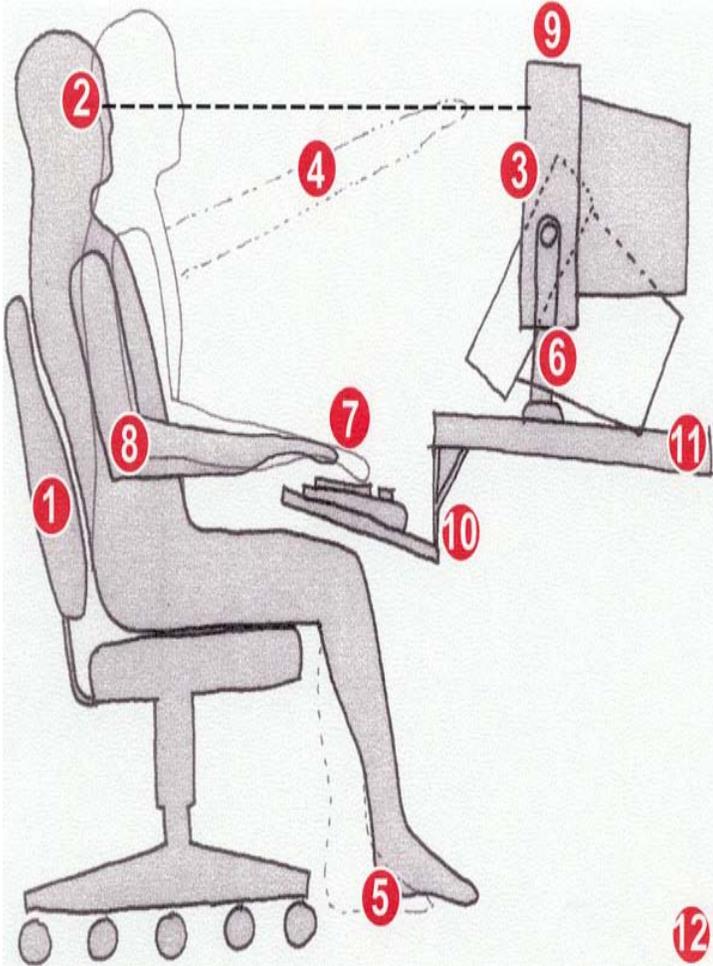


## Ergonomic Workstation Design



- 1) Use a good chair with a dynamic chair back and sit back in it;
- 2) The top of monitor casing should be 2-3" (5-8 cm) above eye level;
- 3) No glare on screen, use an optical glass anti-glare filter where needed;
- 4) Sit at arms length from monitor;
- 5) Feet on floor or stable footrest;
- 6) Use a document holder, preferably in-line with the computer screen;
- 7) Wrists flat and straight in relation to forearms to use keyboard/mouse/input device;
- 8) Arms and elbows relaxed close to body;
- 9) Center monitor and keyboard in front of you;
- 10) Use a negative tilt keyboard tray with an upper mouse platform or downward tiltable platform adjacent to keyboard;
- 11) Use a stable work surface and stable (no bounce) keyboard tray; and
- 12) Take frequent short breaks (microbreaks).

## *Ergonomic Workstation Design*

| Chairs  | Keyboard   | Mouse  | Monitor   |
|---|--|--|---|
| Adjust the height of your chair so your feet are flat on the floor or on a footrest with your knees bent.       | Place the keyboard on a stable, level surface.   | Place the mouse close to your keyboard at the same height or slightly lower.   | Set the height of the monitor slightly below eye level.   |
| Your thighs should be parallel to the floor with the upper to lower leg angle somewhat greater than 90 degrees. | Place the keyboard directly in front of you not at an angle or in a corner that requires twisting of your torso.   | If you use your mouse often, move the keyboard slightly to the side so that you do not over-extend your arm to use your mouse. | Place the monitor at least 20 inches directly in front of you.  |
| Do not cross your legs for extended periods of time or sit on your feet.  | Type with your arms hanging straight down from your shoulders, close to your sides with your elbows at about a 90-degree angle so your forearms are parallel to the floor.   | Do not rely only on your wrist to move the mouse. Keep your wrist straight and use your arm.                                   | Position your screen to minimize reflected glare. Use glare screens when necessary.   |
| Support the natural inward curve in the lumbar area (lower spine) with the chair's backrest.                    | Keep your shoulders relaxed not hunched.   | Keep your arms close to your sides and your elbow bent about 90 degrees.   | Keep your screen and filter screen clean of dust and fingerprints.  |
| The edge of the seat should not press against the back of the knees.  | Hold your wrists straight while typing. Do not bend or twist your wrists up, down or to either side.   | Keep your shoulders relaxed not hunched.   | A qualified technician should evaluate screen flickering.   |
| Take breaks from sitting in you chair. Stand up, stretch.   | Do not overreach for distant keys with your fingers – move your entire hand.   |  | Adjust monitor controls (brightness, contrast, etc.) for comfortable viewing.   |
|   | Do not rest your wrists, hands, elbows or forearms on hard, sharp-edged surfaces such as the edge of your desk or keyboard. Use a padded wrist rest.   |  | Place all document holders at the same distance as the monitor and close together to avoid constant changes in focus and excessive neck or back movement. |
|   | Do not pound the keyboard. This excessive force creates shock waves that must be absorbed by your hands and arms.  |  |   |
|   | Adjust your keyboard angel to fit your hands. If you have long fingers, you probably will be more comfortable keeping it flat or at a very low angle while with short fingers you may find it more comfortable to tilt the keyboard slightly more to make it easier to reach keys on the upper rows. |  |   |