

Chair

- Sit fully back in chair to allow for proper spinal support and weight distribution.
- The seatback is positioned upright with lumbar support at small of back and head aligned over shoulders.
- Hips should be positioned slightly higher than knees. There should be a 3-4 finger width clearance between the seat pad and the back of the knees. Feet flat on floor or footrest.

Keyboard

- Keyboard is flat on surface.
- Shoulders should be relaxed with arms hanging comfortably by sides.
- Elbows are bent to 90 degrees and the wrists are in a neutral position.
- A mouse should be located at the same level as the keyboard, immediately beside.

Monitor

- Top of screen should be at eye level (except if wearing bifocals).
- Optimum viewing distance is arms distance away.
- Minimize glare by placing screen perpendicular to windows, using an anti-glare screen, or adjusting screen angle.

Document Holder

- The document holder should be placed at the same height as the monitor or modify with a desktop document holder placed in front of the monitor.

Shelves

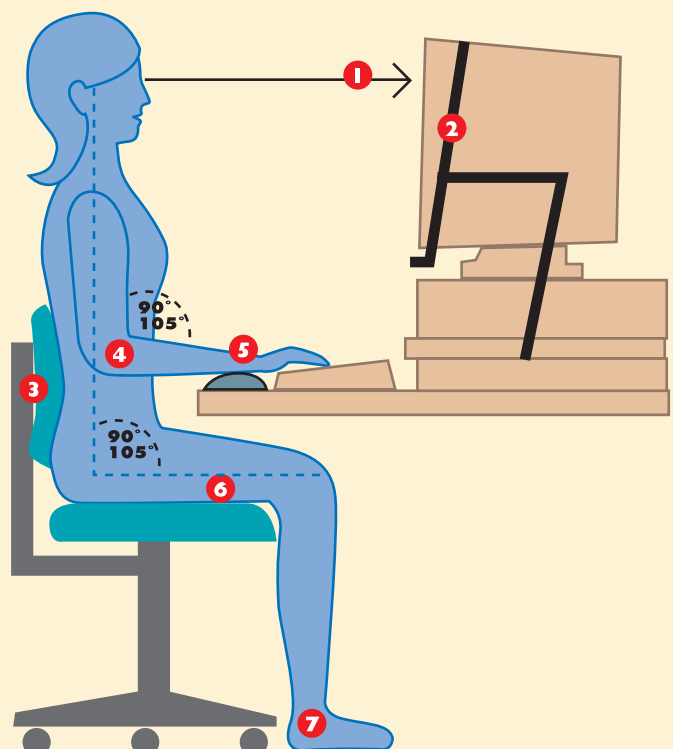
- Frequently used items located in shelving above shoulder level should be moved down below shoulder height within arms distance.

Stretch/Exercise Breaks

- Incorporate stretch/exercise breaks throughout the workday to reduce neck, low back and upper extremity fatigue.

CHECKLIST FOR A USER-FRIENDLY WORKSTATION

- Top of screen at eye level; lower for bifocal wearers
 Screen distant at arm's length (15-32)
- Document holder adjustable to screen height
- Chair backrest provides firm lower back support
 Chair back and seat easily adjustable for height and tilt by user
- Keyboard height promotes relaxed arms with forearms parallel to floor
- Wrists straight (neutral)
 Padded, movable wrist rest, same height as keyboard home row, if needed
- Thighs parallel to floor
 Ample leg room under work surface
- Feet rest firmly on floor or footrest



ERGONOMICS