



## BASIC ERGONOMICS FOR COMPUTER WORKSTATION USERS

There are a number of factors involved in ensuring your work environment is ergonomic. These involve the position of the chair you sit in, the monitor, the keyboard surface, and other general techniques to create an ideal environment, which enhances comfort and productivity.

### **SEATING CONSIDERATIONS**

- Adjust the height of the chair to achieve proper posture – your legs from the body should be close to parallel to the floor.
- Adjust the backrest of the chair to provide support for your lower back.
- Your chair should have space behind your knees while seated properly with your back against the backrest.
- Proper posture means having 90-degree or higher angles at the hips and knees with

### **MONITOR CONSIDERATIONS**

- Your monitor should be directly in front of you when typing – you, the keyboard and the monitor should form a straight line.
- The top of the viewing surface of the monitor should be at or below eye level.
- Your monitor should be located 12" to 24" from your eyes.
- Use accessories such as anti-glare filters and adjusting screen angle to prevent screen glare – if you can, use softer color schemes on your monitor. Orient your workstation so that you are parallel to sources of light.



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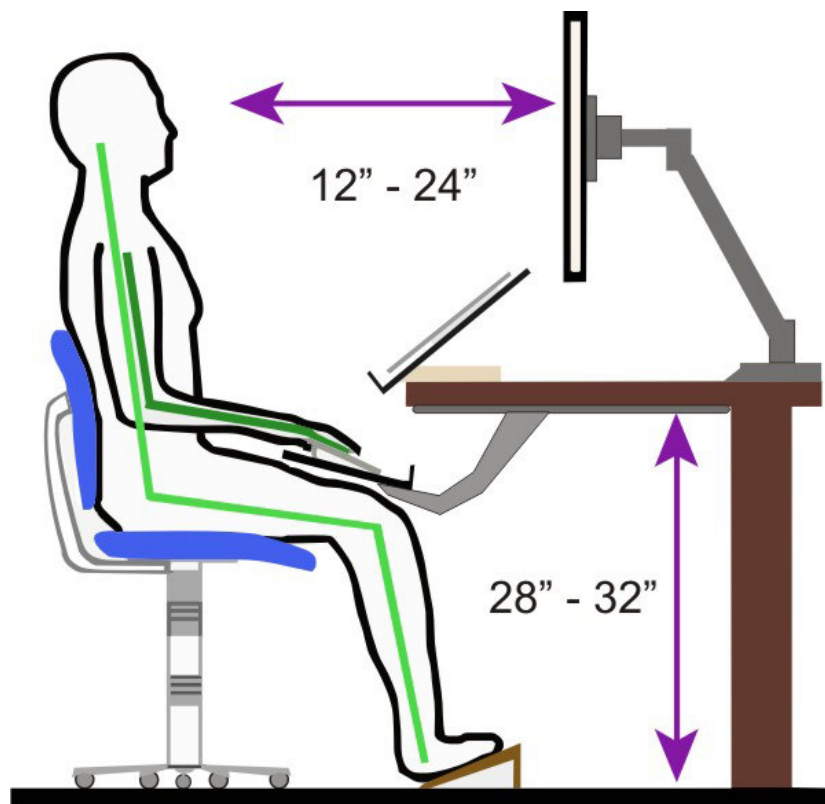
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## KEYBOARD SURFACE CONSIDERATIONS

- Ensure that your forearms are parallel to the floor or slightly downward when you are typing.
- If you are using a mouse, make sure it is as close to the keyboard as possible – if you have limited surface, consider using a touch pad.
- When typing, maintain a neutral wrist position where the forearms, wrists and hands are in a straight line.

## GENERAL CONSIDERATIONS

- Keep shoulders relaxed and head and neck in an upright but relaxed position.
- Get regular eye exams and wear corrective lenses – use a task light to illuminate documents if background lighting is poor.
- Use a document holder to place source documents as close to the screen as possible and at the same height and distance (use a document holder attached to the screen or an articulating one attached to the desk)
- Avoid long periods of repetitive activity; where possible, alternate computer work with other tasks like filing, phone calls, etc.
- Drink water throughout the day and keep yourself well hydrated.



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