

## 4 STEPS TO SETTING UP YOUR COMPUTER WORKSTATION

### STEP 1: Your Chair

- Push your hips as far back as they can go in the chair.
- Adjust the seat height so your feet are flat on the floor and your knees equal to, or slightly lower than, your hips.
- Adjust the back of the chair to about a 100° reclined angle. Make sure your upper and lower back are supported.
- Adjust the armrests so that your shoulders are relaxed. If your armrests are in the way, remove them.



### STEP 2: Your Keyboard

- An articulating keyboard tray should accommodate the mouse, provide leg clearance, and have an adjustable height and tilt mechanism. The tray should not push you too far away from other work materials such as your telephone.
- Pull up close to your keyboard. Position the keyboard directly in front of your body. Determine what section of the board you use most frequently, and readjust the keyboard so that section is centered with your body.
- Adjust the keyboard height so that your shoulders are relaxed, your elbows are in a slightly open position (100° to 110°), and your wrists and hands are straight.
- Use the keyboard tray mechanism, or keyboard feet, to adjust the tilt to help maintain a straight wrist position.
- Wrist rests can help to maintain neutral postures and pad hard surfaces. However, the wrist rest should only be used to rest the palms of the hands between keystrokes. Resting on the wrist rest while typing is not recommended.
- Place the mouse/pointer as close as possible to the keyboard.
- If you do not have a fully adjustable keyboard tray, you may need to adjust your workstation height, or the height of your chair to get in a comfortable position. Remember to use a footrest.

### STEP 3: Monitor, Document, and Telephone

Incorrect positioning of the screen and source documents can result in awkward postures.

- Adjust the monitor and source documents so that your neck is in a neutral and relaxed position.
- Center the monitor directly in front of you above your keyboard. Position the top of the monitor approximately 2-3" above seated eye level. (If you wear bifocals, lower the monitor to a comfortable reading level.)
- Sit at least an arm's length away from the screen and then adjust the distance for your vision.
- Reduce glare by careful positioning of the screen. Place screen at right angles to windows. Adjust curtains or blinds as needed. Adjust the vertical screen angle and screen controls to minimize glare from overhead lights. Other techniques to reduce glare include use of optical glass glare filters, light filters, or secondary task lights
- Position source documents directly in front of you, between the monitor and the keyboard, using an in-line copy stand. If there is insufficient space, place source documents on a document holder positioned adjacent to the monitor.
- Place your telephone within easy reach. Telephone stands or arms can help. Use headsets and speaker phone to eliminate cradling the handset.

### STEP 4: Pauses and Breaks

Once you have correctly set up your how perfect the environment, and take a toll on your body.

- Take short 1-2 minute stretch take a break or change tasks for at computer during lunch breaks.
- Rest and refocus your eyes periodically. Look away from the monitor and focus on something in the distance. Follow the 20-20-20 rule. Every 20 minutes, take a 20 second break and look 20 feet away to rest your eyes.



computer workstation, use good work habits. No matter prolonged, static postures will inhibit blood circulation

breaks every 20-30 minutes. After each hour of work, least 5-10 minutes. Always try to get away from your