

THE COMPUTER WORKSTATION

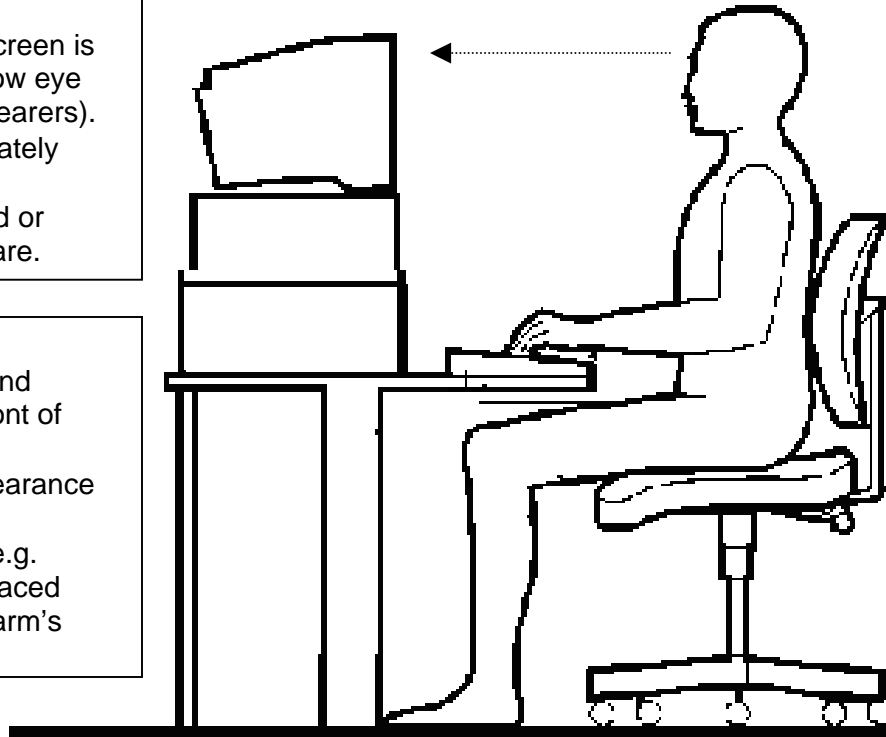
Ergonomics Guide

MONITOR:

- The top of the monitor screen is aligned at or slightly below eye level (lower for bifocal wearers).
- The monitor is approximately arm's distance from you.
- The monitor is positioned or equipped to minimize glare.

POSITION:

- The keyboard, mouse, and monitor are directly in front of you.
- There is sufficient leg clearance to perform tasks.
- Frequently used items (e.g. phone, calculator) are placed close to you (within forearm's reach).



UPPER BODY:

- Shoulders are relaxed
- Hands are at elbow height or slightly lower
- Wrists are straight
- Armrests should not interfere with keyboarding/mousing

SEAT/LOWER BODY:

- Hips bent at 90° or slightly greater
- Seat back provides adequate lumbar support
- Knees bent at 90° or slightly greater. Thighs are parallel to the floor
- Seat pan depth is adjusted to create a 2 to 4 inch gap between the front edge of your seat and the back of your knees
- Feet are planted firmly on the floor/footrest

GENERAL TIPS:

- Remember to take breaks from prolonged computer work (preferably every 30 minutes).
- Integrate stretching and exercise into your workday and daily life.
- Protect your eyes by blinking frequently and periodically glancing at objects that are farther away.
- Take the online computer workstation ergonomics training (EHS 3400) via STARS (<http://axess.stanford.edu>).
- Complete a workstation self-evaluation (available on the EH & S website).



STANFORD UNIVERSITY

ENVIRONMENTAL HEALTH & SAFETY

For more ergonomics information,
go to <http://ergo.stanford.edu>

or call 723 - 0448

EHS 10/06