

COMPUTER WORKSTATION CHECKLIST

✓ CHECK YOUR COMPUTER WORKSTATION

- For keyboard and mouse use, the height of your chair should be adjusted to keep your forearms, wrists and hands in a straight line.
- The chair must be height adjustable.
- Sit with your back against the backrest to support the lower and middle back (ensure that the lumbar support is aligned with the curve in your lower back).
- Your thighs should be resting parallel to the floor with a 90-120 degree angle at the hips (backrest angled backward slightly)— if greater than 90 degrees, angle your seat pan forward to reduce pressure on the back of your thighs.
- Your feet should rest flat on the floor or, if required, use a footrest or old telephone book.
- There should be clearance between the front edge of the seat and the back of the knees.
- There should be enough space beneath the work surface to move your legs freely without contact from the desk or keyboard tray.
- The top line of text of the monitor should be level with your eyes (to place your neck in a neutral posture). Staff that wear bifocals may need a lower screen.
- The monitor should be 33-70 cm (13-28 inches) from your eyes or approximately arm's length away.
- To reduce eyestrain, adjust the monitor contrast and brightness to comfortable levels.
- Any document holder should be either in line with the monitor between the keyboard and monitor or directly beside the monitor, at the same height and viewing distance as the monitor.
- When working, your head should remain upright, with your ears directly over your shoulders.
- The monitor should be placed in line with the keyboard to reduce awkward neck postures. If the majority of time is spent viewing written documents, then they should be placed between the keyboard and monitor on a document holder.
- The mouse and keyboard should be at the same height. Any keyboard tray should be large enough to accommodate the mouse.
- A mouse pad should be used to allow the mouse to move properly.
- The mouse and keyboard should be as close to each other as possible (side by side).
- The keyboard should be flat with the rear legs folded in - to promote a neutral or straight wrist posture.
- Your shoulders should be relaxed with your elbows close at your sides. Arm rests may be used to provide support for your forearms.
- Use your entire arm when moving the mouse and keep your wrist straight.
- Your elbows should be bent at 90 -120 degrees with your forearm horizontal when using the keyboard or mouse.
- The positioning of the mouse and keyboard should allow for straight wrists while keying.
- If your workstation is shared, take the time to adjust it to fit you before you start work each day.
- Build micro pauses (short 30-60 second stretches) into your workday. Ensure you stand-up out of your chair at least once every 30-45 minutes.
- Practice the 20-20-20 rule. After 20 minutes of computer work, look 20 feet away for 20 seconds.
- Adjust your posture and vary your work activities throughout the day to use other muscles.
- ***If further assistance is required follow the process described on the PHS A POD:***
<http://pod/empwell/ohsc/injprev/ERGO/pages/Default.aspx>

