Computer Ergonomics

Ergonomics involves arranging, adapting, and adjusting your work environment to promote comfort and efficiency. Practicing good posture is also very important. Are you comfortable at your workstation? Review the items below to see if you can add to your comfort and efficiency.

Chair

Learn the adjustments on your chair. Keep back supported, feet flat on floor or use footrest, if needed. Knees at approximately 90° when seated, with lower legs perpendicular to floor. Legs should be able to move freely under your desk.

Screen

Keep the top of the screen at or just below eye level, approximately 16-22 inches away.

Keyboard

Place keyboard at a height so wrists are straight and elbows approximately 90°. A wrist rest may provide additional support to wrists. Maintain a light touch on the keyboard.

Change Positions

Frequently shift positions to release tension on body.

Communication/Training

Employee involvement in the equipment selection process; communication between employee and supervisor; user friendly software and training can help maintain stress levels and provide for a productive work environment.

For position settings related to numbers see below:

Eye Comfort

Reduce glare by controlling light from uncovered windows. Set computer at right angle to a window. Adjust inside lighting or reposition computer to eliminate glare. Frequently refocus eyes on objects far away. Uncorrected vision problems can cause eyestrain; see your doctor!
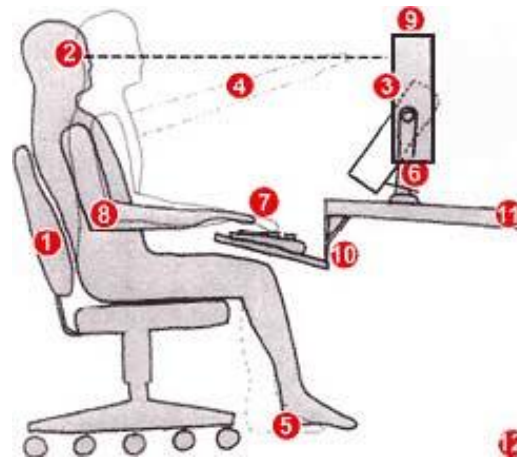
Organize Work Area

Keep most frequently used items such as telephone and calculator within easy reach.

Exercise

Warm-up before work by doing simple exercises. Micro-breaks through the day can help energize the body and relieve muscle tension.

Document Holder

Place document holder and screen at the same height and distance.

1. Use a good chair with a dynamic chair back that is angled slightly to the rear.
2. Top of monitor screen should be 2-3" above eye level
3. No glare on screen; use an optical glass anti-glare filter where needed
4. Sit at arm's length from monitor; further if distance is comfortable and screen's readable

5. Rest feet on floor or on a stable foot rest (move feet frequently for circulation)
6. Use a document holder, preferably in-line with the computer screen
7. Wrists flat and straight in relation to forearms to use keyboard/mouse/input device
8. Keeps arms and elbows relaxed close to body

9. Center monitor and keyboard in front of you
10. Use a negative tilt keyboard tray with an upper mouse platform or downward tilt-able platform adjacent to keyboard
11. Use a stable work surface and stable (no bounce) keyboard tray
12. Take frequent short breaks (micro breaks) and stretch.