

THE ERGONOMICALLY POSITIONED WORKSTATION

Slouching, slumping or bending forward at the computer can lead to discomfort, fatigue and backaches. Follow these guidelines to help prevent problems from occurring when sitting at your workstation.

- A. Position the top one-third of the screen at or below eye level; the monitor should be at least 18 inches away, typically at arm's length.
- B. Keep wrists in a neutral position – straight and aligned with the forearm's, not angled up or down.
- C. Maintain relaxed elbows with the lower arm opened to at least a 100° angle from the upper arm.
- D. Use an adjustable back rest to accommodate the normal forward "C" curve of the lumbar spine (low back).
- E. Place the keyboard flat at elbow Height. Use a palm rest to support your hands during breaks from typing.
- F. Ensure thighs are approximately parallel to the floor.
- G. Choose a chair with easy adjustable seat height.
- H. Use a swivel chair with 5-point base and casters (wheels).
- I. Keep feet flat on the floor. If they do not reach the floor, use a footrest for support.
- J. Position a document holder in line with front of the monitor. It should be height and angle adjustable for user comfort.

