Fitting Your Computer Work Station to You

1. **Fitting Your Chair**

- **Push your hips as far back as they can go in the chair.** Set the seat pan to allow for sufficient space between the front of the chair and the back of the knee and between the bottom of the desk and top of the thigh.
- **Adjust the seat height** so your feet are flat on the floor or comfortably. If needed, a footrest should be utilized to prevent feet from dangling. Thighs should be close to parallel with the ground with your hips and knees at the same height or slightly lower than your hips.
- **Adjust the back of the chair to a 100°-110° reclined angle.** Make sure your upper and lower back are supported. Adjust the backrest position to 6-10" above the seat and forward 1-2" to allow for the backrest to make contact with the small curve in your lower back to provide lumbar support.
- **Adjust the armrests so that your shoulders are relaxed.** Upper arms should be kept in line with the torso, perpendicular with the floor and kept close to the body. Raise or lower the armrests accordingly. If your armrests are in the way, remove them.

2. **Fitting Your Keyboard and Mouse Position**

An articulating keyboard tray can provide optimal positioning of input devices. However, it 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.** Readjust the keyboard so that section is centered with your body.
- **Adjust the keyboard height.** Shoulders should be kept relaxed with elbows are in a slightly open position (90° to 100°). Forearms, wrists, and hands to be straight and in-line. Adjust the keyboard height or seat height to maintain a neutral wrist posture.
- **The tilt of your keyboard is dependent upon your sitting position.** Use the keyboard tray mechanism, or keyboard feet, to adjust the tilt. If you are reclined, a slight positive tilt will help maintain a straight wrist position.
- **Wrist or palm rests can help to maintain neutral postures and pad hard surfaces.** The palm rests should be used for "micro-breaks" and not as a support while typing or using a mouse.
- **Place the mouse as close as possible to the keyboard.**

3. Fitting Your Monitor

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.
- **Adjust the angle of the screen.** The monitor should be red without tilting forward or backwards in an uncomfortable position.
- **Maintain a clear image.** Adjust the settings of the monitor (sharpness, contrast, brightness, etc.) to give you the ideal picture. Use larger icons and font to prevent eye strain. Keep your monitor clean.
- **Reduce glare by careful positioning of the screen.** Set screen at right angles to windows. Adjust the angle to minimize the glare from overhead lighting.

4. Fitting Your Work Station Accessories (Phone, Documents, Commonly Used Items)

- **Place your telephone within easy reach. The telephone should be positioned close to your workstation to avoid twisting and overreaching when answering and making calls.**
- **If using phone for extended periods of time, use hands-free calling (headsets and speaker phone)**. Do not cradle the handset between your head and shoulder.
- **Utilize a document holder if working off paper documents while doing computer tasks.** Position documents directly in front of you (between the monitor and the keyboard) or on a document holder adjacent to the monitor.
- **Arrange your work station into zones based on the frequency of use. Avoid overreaching for commonly used items. Keep clutter and other obstacles out of primary zone.**

5. General Tips

- **Maintain good posture when working.** Sit all the way back in the chair against the backrest. Keep your knees equal to, or lower, than your hips with your feet supported.
- **Vary your job tasks throughout the day if possible.**
- **Take frequent micro-breaks.** Rest your eyes by refocusing on distant objects. Work at a reasonable pace. Remember to stretch regularly.
- **Use good typing and clicking technique.** Float your arms above the keyboard and keep your wrist straight when keying. Hit the keyboard keys and click with light force.
- **Utilize typing shortcuts to minimize repetitive motion of extra clicking and typing.**

- **Stay fit and stretch regularly.**
- **Listen to your body.** Adjust your furniture and tools to support comfortable and safe postures.
- **Think before you lift.** Get help if necessary and follow safe guidelines.
- **Exercise and stay fit.**
- **Report work-related injuries** to your supervisor promptly.
- **Seek assistance** when necessary