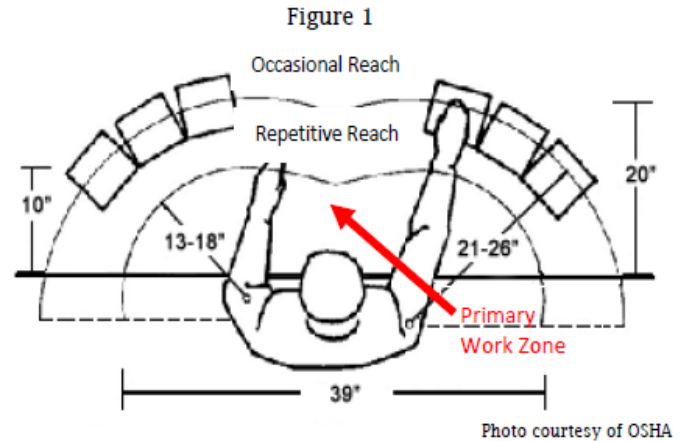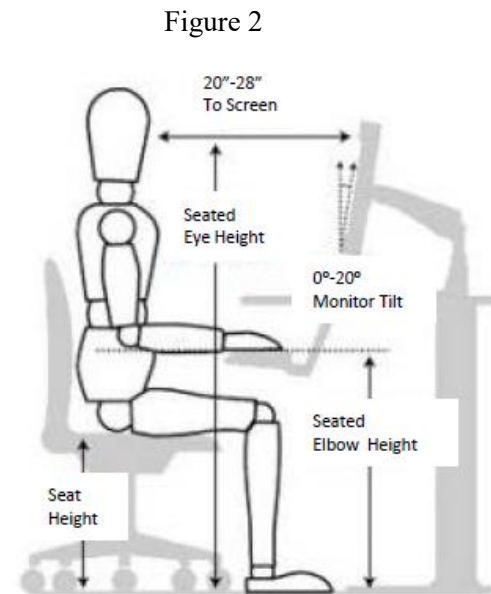## Workstation Layout

- Place frequently used objects (e.g., keyboard, mouse, telephone) within easy arms' reach, using the primary work zone (Figure 1).

- Ensure there's adequate legroom under the desk, both vertically and horizontally. The desk shouldn't hit or rest on your legs or feet.

- Be sure you have ample room for paperwork tasks.

- Don't allow your wrists and forearms to touch or rest on the sharp edges on the desk.

- If your work activity requires significant time spent on the phone, consider a hands-free option.

- Your torso should be supported in an upright or slightly reclined position, not leaning forward.

- Feet should be firmly on the floor with knees and hips bent no less than 90° (inner hip/pelvis angle). Raise or lower your chair to attain this positioning. If unable to do so while keeping the keyboard/mouse at the correct height and feet on the floor, ask for an adjustable footrest.

- If you transfer data from written materials into the computer, ask for a document holder. Book-style is preferred, especially if you have multiple monitors.

Figure 1
Occasional Reach
Repetitive Reach
Primary Work Zone
Photo courtesy of OSHA

Monitor/Keyboard/Mouse

Figure 2

- When working on the computer, the monitor should be positioned directly in front of you. The top of the monitor should be at or below eye level so you can read it without bending your head or neck up or down. If you wear bifocals/trifocals, position the monitor so you can read the screen without bending the head or neck backward. The distance of the monitor should allow you to read the screen without leaning your head, neck, or trunk forward/backward. If using multiple monitors, position them close together to decrease neck movement.

- If using a document holder, place it at the same height and distance as the monitor, or use a book-style holder positioned on the desk, between the keyboard and monitor.

- Position the keyboard and mouse next to each other within easy reach from the front edge of the desk, in the primary work zone (Figure 1).

- When using the keyboard and mouse, ensure your wrists are in a neutral position or bent slightly downwards. Adjust your chair height to accomplish this. At the same time, your feet should be firmly on the ground. If your chair is too high and it's not possible to keep your feet on the ground when sitting at the proper height, either lower the work surface height or use a footrest to support your feet.

- Alternate between using your hand/wrist and your whole arm to move the mouse. Let go of the mouse to rest your hand when not using it.

- When using the keyboard and mouse, if forearms, wrists, and hands aren't straight and in line (forearms greater than 90° as compared to the upper arm), consider a keyboard/mouse tray.

20"-28" To Screen
Seated Eye Height
0°-20° Monitor Tilt
Seated Elbow Height
Seat Height

1

Chair

- Adjust your chair so you can reach desktop items within the primary work zone with elbows parallel (90° angle) to or slightly less than parallel to the floor.
- Your chair's lumbar support should be positioned at a height that allows the most comfortable back support. Your back should be supported by the chair's backrest without the back of your knees pressing into the front edge of the seat.
- The seat should have cushioning and have a rounded front edge. You shouldn't feel pinching or sharp edges of the chair on your buttocks or thighs. If you do, the chair may be too small or too large.
- Adjust armrests so your forearms can rest on them without shoulders elevating. Armrests shouldn't impede your ability to get close to the desk. If they do, try to lower your chair slightly or remove the armrests.
- You should be able to position your chair out of the way to prevent trip hazards when leaving your desk.

Lighting

- Lighting levels are subjective and differ for everyone. Ensure you have adequate lighting for your work tasks. If not, consider requesting an additional task light.
- Natural or artificial light shouldn't cause a glare on your monitor. Don't position your monitor directly in front of, or directly behind windows.