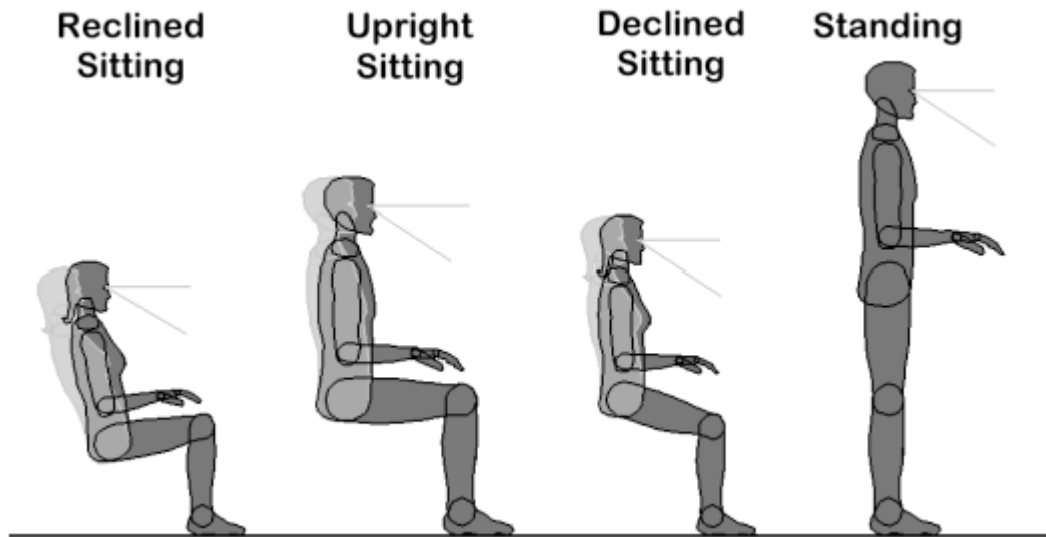


**COMPUTER WORKSTATION SET-UP GUIDELINES**  
**WORKING OFF OF YOUR DESKTOP or USING A KEYBOARD TRAY**

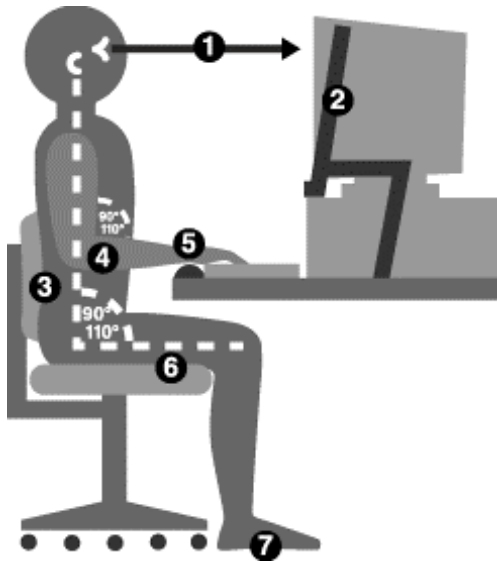


- VDT Workstation Guidelines according to ANSI/HFES 100-2007

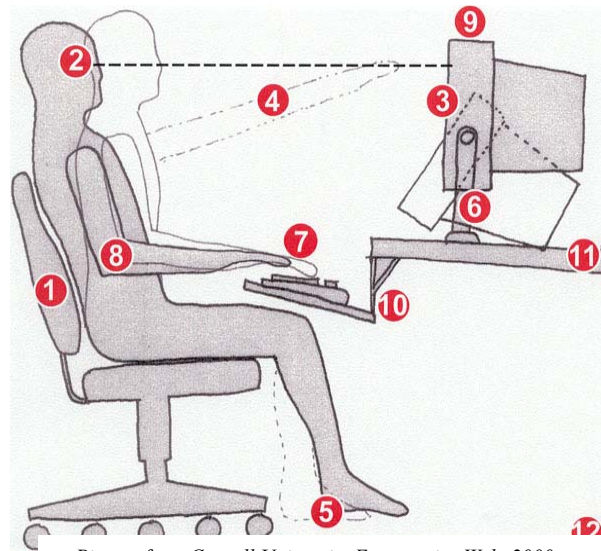
**It is recommended that computer users vary their position throughout the day between two or more of the four positions shown above. The four positions are:**

1. **Reclined sitting.** In the reclined sitting posture, the computer user's torso and neck recline between  $105^{\circ}$  and  $120^{\circ}$  from the horizontal, and their hips are slightly lower than their knees.
2. **Upright sitting.** In the upright sitting posture, the computer user's torso and neck are approximately vertical, thighs are horizontal or parallel with the floor (hip angle approximately  $90^{\circ}$ ), and their lower legs are vertical (knee angle at approximately  $90^{\circ}$ ).
3. **Declined sitting.** In the declined sitting posture, the computer user's torso is vertical but their knees are below their hips (hip angle is  $> 90^{\circ}$ ).
4. **Standing.** In the standing posture, the computer user's legs, torso, neck, and head are approximately in line and vertical. For resting purposes, when standing, the computer user should consider placing one of their feet on a low step, footrest or box.

In all positions, the computer user's elbow angle should be kept within a range of 70 to 135 degrees with the wrists approximately level with the elbows.



- VDT Workstation Guidelines according to ANSI/HFES 100-2007



- Picture from Cornell University Ergonomics Web, 2000

- 1** Use a chair that provides lower and upper back support, offers appropriate seat width and depth for your size and has a rounded, or waterfall, edge. You should be able to sit back in the chair so you can benefit from the support it provides. Adjust the height of the backrest if needed. Lock the backrest reclining feature or alternate between reclining and sitting upright or even standing. When standing, elevate one foot using a footrest or foot rail.
- 2** Adjust the height of your chair so that your feet are firmly on the floor. If you are unable to do so, obtain a footrest. Make sure you have room for your legs to fully extend under your work surface.
- 3** Position the monitor directly in front of you so that the characters at the top of the monitor screen are just below eye level (15°-20° below your eyes). If you have limited workspace the best solution is to obtain a flat panel monitor.
- 4** If you wear bifocals or trifocals, you may need to position the monitor screen even lower. It is always best to check with your eye doctor regarding eyewear recommendations for computer use.
- 5** Avoid glare on the screen by placing your monitor perpendicular to windows, using task lighting, using an anti-glare filter and tilting your monitor slightly backwards.
- 6** Sit an arm's length away from the monitor. Larger monitors may need to be placed even further away. Look at objects 20 feet away for 20 seconds every 20 minutes to prevent eyes from getting tired.
- 7** Consider using an in-line document holder for inputting data into the computer. Position the document holder directly in front of the monitor. If you are reading and typing from large medical records, you may wish to purchase a special document holder which can manage heavy materials.
- 8** Your wrists should form a straight line with your forearms. You can use a padded wrist rest for times you wish to rest your palms on a soft surface. Avoid placing your wrist on the support, only your palms.
- 9** Keep your arms and elbows relaxed and close to your body. Chair armrests can be used to rest your arms but should be moved out of the way when typing or mousing.
- 10** If you are using an adjustable keyboard tray, it should be large enough so that you can place a mouse directly next to the keyboard and adjusted so that it is flat or in a slightly negative tilt position. If you do not use the numeric keypad on your keyboard, you may wish to use an accessory that allows you to place your mouse directly over the numeric keypad to keep the mouse closer to yourself.
- 11** If you are working off of your desktop and are not using a keyboard tray, make sure that the keyboard is directly in front of you, that your wrists are level with your elbows and that the mouse is immediately next to the keyboard to avoid overreaching.
- 12** Keep all of the items you use frequently no more than 15-20 inches from yourself.
- 13** Take frequent "micro-breaks" of 30 to 60 seconds to reverse position or stretch.