

## Computer Work Station Ergonomics

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### Work Station Design:

The National Institutes of Occupational Safety and Health (NIOSH) recommend the following workstation design features:

- viewing distance to monitor should be 16 - 27 inches
  - viewing angle of the monitor should be 15 - 35 degrees
  - keyboard height of 28 - 30 inches
  - Adjustable chair with lumbar support.
- **Screen Height**  
The top of the display screen of your monitor should be at your eye level but not higher. For individuals who wear bi-focals, you may want the screen to be lower and closer. It is important to avoid awkward neck postures when viewing the screen or hard copy documents (that you may be working from).
  - **Keyboard and Mouse Height**  
The height of the keyboard and mouse should be at the same level (i.e., you should not be reaching for your mouse). The right “level” is one where you can sit with your shoulders relaxed, elbows bent (around 90°), and forearms, wrists, and hands parallel to the floor. The keyboard should be at an angle that helps you maintain a “neutral” or flat position of your wrists (i.e., your wrists should not be bending up or down).
  - **Posture Support**  
Chairs should support the lower back region and help in avoiding pressure on the back and thighs (i.e., chairs should promote a comfortable posture). Your feet should rest firmly on the floor (or a foot rest if necessary).
  - **Chairs**  
Employees sitting in chairs, especially all day, should have a comfortable fitting well-designed chair. The following features should be available:
    - Pneumatic height adjustments
    - Seat adjustable with a tilt and depth slider.
    - Backrest separate from seat, is height adjustable, can tilt & lock, and has lumbar support.
    - Arms adjustable - height and lateral movement
    - Various sizes - can have optional lengths, wider seats, tall backs.
  - **Illumination/Glare**
    - Lighting levels in work areas will be set at the recommended levels for the specific equipment/function.
    - Screen hoods and anti-glare filters can be installed upon request but it is important to reposition your monitor as a first step, when feasible, to help alleviate glare problems. For example, monitors should not be positioned in front of windows.

- **Work-Rest Regimens**

- Take frequent breaks, get up and stretch, do not remain at the computer station for long periods of time, allow for rest. Also take vision breaks from the computer by focusing your eyes on objects farther away throughout the day.
- If you can, alternate tasks so that you are not conducting repetitive tasks (e.g., sorting or filing or typing, etc.) for prolonged periods of time. It is important to try to alternate between the various tasks to help prevent fatigue or discomfort.