

## *Customer Ergonomic Fact Sheet for Working at Computer Stations*

Any computer workstation setup should be evaluated and optimized to make the user ergonomically comfortable. Types and positions of monitors, keyboards, input devices such as a mouse or trackballs, chair, and worktable all interrelate with the operator and the room environment.

The following guidelines are general in nature and can be used in self-evaluation. If concerns arise, an ergonomist may need to assess the workplace.

1. Use a chair that gives you good lower back support and seat cushioning and can be adjusted for height.
2. Elbows should be at  $\sim 90^\circ$  with upper arms hanging as vertically as much as possible.
3. Wrists should be level and slightly higher than the keyboard. Wrist supports are an excellent proactive tool to help minimize awkward wrist positions and may be used to rest the wrist upon when inactive.
4. Keyboard and mouse or trackball should be at the same level. The mouse/trackball should be placed adjacent to the keyboard to prevent reaching and leaning over.
5. Keep your thighs parallel to the floor and your feet flat on the floor or a footrest.
6. Keep your head upright and in a comfortable position. For typical users, the top of the computer display should ideally be the same height as the operators eye height. The recommended downward viewing angle is  $15^\circ$  below horizontal. Maintain a comfortable viewing distance, 18" to 24" is optimal for most people. If the computer operator uses bifocal glasses, consider obtaining alternative focal distance glasses for computer usage.
7. Position your display to avoid glare or reflections.



It is also advisable for operators to take frequent micro-breaks when keyboarding or mousing for extended periods:

1. **Wrists:** With your hands held in front of you, palms down, fingers in an outward, relaxed position, gently circle your wrists inward and then outward, 10X in each direction.
2. **Fingers:** First clench both fists and hold for 5 seconds. Then spread fingers as far as you can and hold for 5 seconds. Relax and repeat 5 times.



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