Work station set up instructions:

Desk/Workstation
- A footrest should be used if needed
- Use a headset or speaker phone to avoid neck and shoulder discomfort
- Place the phone on the side of your non-dominant hand
- Position your desk lamp (if you use one) so that it illuminates source documents without causing either glare on the computer screen or direct illumination to your eyes.
- A document holder should be used if documents are referred to during keying. The document holder should:
  - Be stable and adjustable (height, position, distance, and angle of view)
  - Support your document on either side of the monitor

Chair Adjustments
- The chair back should have a lumbar support
  - Adjust height of backrest to support the natural inward curve of the lower back
  - It may be useful to use a rolled towel, lumbar roll or cushion to support the low back
- The angle of the back rest is subjective but the trunk and upper legs should form an angle between 90 to 115 degrees
- Adjust height of chair so feet rest flat on floor
- Sit upright in the chair with the low back against the backrest and the shoulders touching the backrest
- Thighs should be parallel to the floor and knees at about the same level as the hips
- Back of knees should not come in direct contact with the edge of the seat pan. There should be 2-4 inches between the edge of the seat and the back of the knee
- Adjust height and/or width of armrests so they allow the user to rest arms at their sides and relax/drop their shoulders while keyboarding
- Don’t use armrests to slouch. Also, chair arms should not noticeably elevate your shoulders or force you to move your arms away from your body to use them
- Elbows and lower arms should rest lightly on armrests to avoid circulatory or nerve problems
- Ensure that you have some space (2-3”) between the top of your thighs and the underside of your workstation

Monitor
- The top of the screen should be at or just below eye level when seated in an upright position
- Make sure the surface of the viewing screen is clean
- Adjust brightness and contrast to optimum comfort
Position the monitor directly in front of the user to avoid excessive twisting of the neck.
User must position the monitor at a comfortable viewing distance, approximately 18-30 inches from the user.
Position monitors at right angles from windows to reduce glare. Close window blinds as needed to reduce glare from sunlight.
Adjust the monitor tilt so that ceiling lights do not reflect on your screen.
a document holder should be placed at approx. the same height as the monitor and at the same distance from the eyes to prevent frequent eye shifts between the monitor screen and reference materials.
Get regular eye check-ups.
Adjust as needed for larger screens. You may need to sit farther away and increase the font size to take full advantage of the larger.
Position monitors away from direct lighting which creates excessive glare or use a glare filter over the monitor to reduce glare.
Bifocal and trifocal wearers have to pay particular attention to the placement of their monitor.
Wearers of bifocals and trifocals often unknowingly tilt their heads backwards so they can read the screen through the lower portion of their glasses.
This can sometimes lead to neck, shoulder, and back discomfort.
Potential solutions include either lowering the computer monitor or purchasing glasses designed specifically for working at the computer.

**Keyboard**

First adjust your chair as mentioned above, then with your arms resting comfortably at your side, raise your forearms to form a 90 degree angle with your upper arms.
Adjust keyboard height so shoulders can relax and allow arms to rest at sides. An articulating keyboard tray is often necessary to accommodate proper height and distance.
Position the keyboard directly in front and be close to the user to avoid excessive extended reaching.
Forearms parallel to the floor (approximately 90 degree angle at elbow).
Mouse should be placed adjacent to keyboard and at the same height as the keyboard. Avoid extended and elevated reaching for keyboard and mouse. The back of the wrist should be kept flat (in a neutral position). Do not rest the hand on the mouse when you’re not using it. Rest hands in your lap when not entering data.
A padded wrist rest will help to keep your wrist in a straight and neutral position while typing and keep your arms off the sharp edges of the work surface.

**Lighting**

Lighting not suited to working with a computer is a major contributing factor in visual discomforts including eyestrain, burning or itching eyes, and blurred or double vision.
The lighting in most office environments is too bright for optimal VDT screen viewing.
The illumination may be reduced by removing 2 bulbs in a 4-bulb fluorescent fixture,
removing the bulbs in every other fixture, or turning off overhead lights altogether. Supplemental desk lighting is better than overhead lighting for reading or printed copy

**Reduce Eye Strain and Eye Fatigue**

- Close drapes/blinds to reduce glare
- Adjust lighting to avoid glare on screen (light source should come at a 90 degree angle, with low watt lights rather than high)
- Avoid intense or uneven lighting in your field of vision
- Place monitor at 90 degree angle to windows
- Reduce overhead lighting (where possible)
- Use indirect or shielded lighting where possible
- Walls should not be painted with a reflective finish
- Use a glare screen or monitor shield to reduce glare from overhead lighting