Computer Workstation Factsheet

Seating:
- A sit to stand workstation is ideal.
- The chair should have an adjustable back support, seat pan, and height.
- The seat pan depth should be adjusted to the person’s specification.
- The chair height should be set so the workers feet are flat on the floor or footrest and knees are bent to 90 degrees.
- The workers backrest should be adjusted for a desirable angle and for lumbar support.
- Chairs without armrests can be better since the chair can easily fit under the desk and to prevent discomfort due to leaning on them.

Monitor:
- The monitor should be placed directly in front of the user at 18 to 24 inches away.
- The monitor should be placed 15-20 degrees below eye level. This can be lowered more if the person uses bifocals.

Equipment:
- The keyboard and mouse should be used with the elbows bent at a 90-110 degree angle with relaxed shoulders.
- The wrists should be straight and the mouse should be right near the keyboard for easy access and comfort and also to decrease external rotation in the shoulder.
- A document holder should be used to reduce neck movement.

Other:
- Lighting should not be too bright or create a glare on the workers screen.
- Phone or frequently used items should be within reach.
- Rest and stretch breaks should be taken frequently to prevent injury or discomfort.
Workstation Competency

1. People with bifocals may need the screen placed below 15-20 degrees.
   True

2. How far away should the monitor be from the viewer?
   18-24 inches

3. Elbows should be bent to 75 degrees for proper positioning.
   False

4. The ideal computer workstation would be a sit to stand workstation.
   True

5. What are 3 of the most important adjustments on the computer chair?
   Height, seat pan, back support.

6. Arm rests are better for you ergonomically then using no armrests.
   False

7. It is better for you to get up and stretch occasionally instead of staying seated for long periods of time.
   True

8. Monitors should be placed directly in front of you and your keyboard.
   True