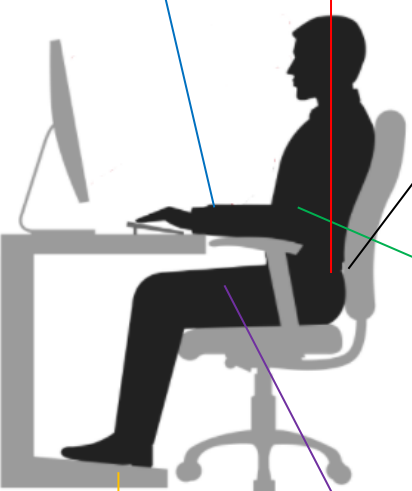


# Computer Ergonomics

Suggestions on how to create a comfortable computer workstation to help reduce muscle fatigue and increase productivity.



Hands, wrists, and forearms are **in-line** and roughly **parallel** to the floor when using the keyboard and mouse.

Head and neck are **in-line** with your torso and all facing forward. No twisting in either direction.

Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.

Shoulders are relaxed and **elbows stay close to your body**. Elbows are bent between **90° and 120°**.

Feet should be **flat** on the floor. Use a footrest if they are not.

- Hips, knees, and ankles should be **~90°**
- Thighs are approximately parallel to the floor
- Knees are about the **same height or slightly lower** than your hips.



- Keyboard is horizontal or slightly negative slope.
- Mouse next to keyboard so it can be operated **without reaching**.



- Top of monitor should be around **eye level or slightly lower** (~15° lower).
- Monitor should be **centered** and **~1 arm's length** away from you.

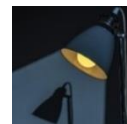
💡 Use a shoe box, books, or stacks of paper to raise your computer to eye level.



Use a document holder or any item to prop up books, documents, or notes so it is positioned at about the **same height and distance** as your computer screen.



- Standing Desk Ergonomics:**
- Same as sitting desk ergonomics. Except legs, torso, neck, and head are in-line and vertical, with feet slightly apart.
  - It is alright to keep one foot elevated on a foot rest that is slightly in front of the user.
  - Mix standing with sitting tasks.



- Glare (from windows or artificial light sources) should **not be reflected** on your screen. It may cause you to squint or assume awkward postures to clearly see information on the screen.
- **Minimize the contrast** between the light from the computer and the room you are working in.
- Try **not** to use your computer in the **dark**.

If laptops are used outside the office (areas where there are no working stations) user postures should be changed regularly and duration of time on laptop should be minimized.



- Staying in one position for too long without taking a break can fatigue your muscles.
- **20-20-20 rule:** For every 20 minutes using a screen, look away at something that is 20 feet away for a total of 20 seconds.
- **More frequent but shorter rest breaks** (including changing body positions, exercises and stretches) are preferable to fewer long rest breaks. At least a few seconds to minutes of **stretching once every 20 minutes**.
- **Alternate tasks** throughout the work day.



Stretches you can do during your rest break. And ergonomics tips to help reduce specific pain when using the computer.

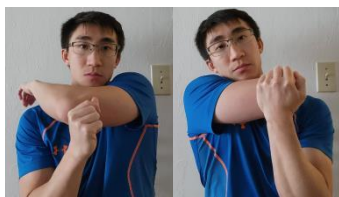


UF\_COMPUTER\_ERGONOMICS  
Follow us on Instagram for more information and helpful computer ergonomics tips!

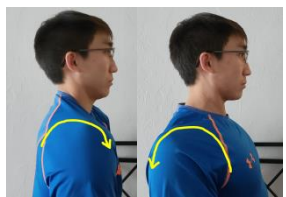
UF has a commitment to provide a safe environment for its employees, students and guests. One element of this commitment is providing information, evaluation and consultation to reduce the risks of developing ergonomic injury.

**Submit an Ergonomic Evaluation Form to receive an in-person assessment of your computer workstation.**

<https://uflorida.sharepoint.com/sites/ehs-ergo/Evaluations/SitePages/ErgoEvals.aspx>



**Shoulders:** Arm across chest and try to touch back of shoulder. (Hold for 10 seconds)



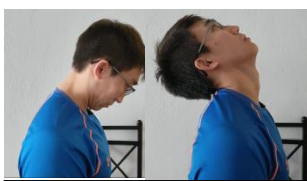
**Shoulders:** Roll shoulders forward/backwards 10x forward and backwards



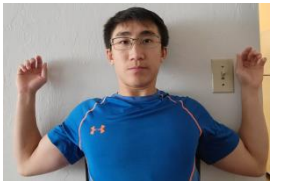
**Neck:** Torso remains still. Turn your head to the left/right. 3x each side (Hold for 3-5 seconds)



**Neck:** Torso remains still. Bend neck sideways toward left/right shoulder. 3x each side (Hold for 3-5 seconds)



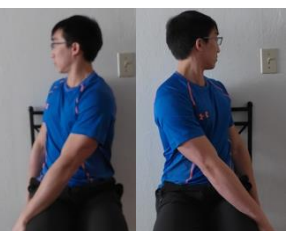
**Neck:** Forward/Back: Torso remains still. Bend neck toward chest/back 3x each side (Hold for 3-5 seconds)



**Chest:** Bring your shoulders up to around 90 degrees, bend elbows 90 degrees. Squeeze back together. 3x (Hold for 10 seconds)



**Back:** Torso remains still. Use both hands to reach out. Should feel a stretch in the area circled in yellow. 3x (Hold for 5-10 seconds)



**Back:** Rotate to left/right 3x each side (Hold for 10 seconds)

**Carpal Tunnel Syndrome:** Compression of median nerve at the wrist. Can cause numbness, tingling, burning, and pain in the thumb and index, middle, and ring fingers.

- Avoid extreme forward/back bending of wrists for extended time.
- Stretch wrists throughout day



Bend hand toward floor/bend hand toward ceiling. 3x both ways (Hold for 5-10 seconds)



Rotate hands in circles 10x (clockwise and counterclockwise)

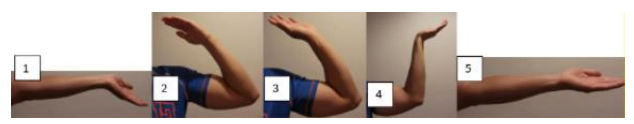
**Cubital Tunnel Syndrome:** Compression of ulnar nerve at the elbow. Can cause pain in elbow and tingling or numbness in pinky and ring fingers.

- Avoid pressure on the inside and back of elbow.
- Don't bend elbow over 90° for an extended time.
- Stretch arms throughout day.



**Arms:** Arms by side, rotate palm toward ceiling/rotate toward floor 10x (Hold for 3-5 seconds)

**Arms:** Straighten elbows during rest breaks



**Nerve Glides:** Used to stretch and mobilize irritated ulnar nerve. 10x, 3x per day