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.

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

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.

• 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.

• 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.

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