

Your monitor, keyboard, and document stand should be directly in front of you.

A. The top of the monitor's screen should be at or slightly below eye level. For bifocals or progressive lenses, the monitor may need to be lower.

- The monitor should be **AT LEAST** an arm's length away from the user. The monitor can be located further away, as long as the user can comfortably see the screen.
- Remember to practice the 20/20 Rule. Every 20 minutes look at something 20 feet away for a few seconds. This allows your eyes to focus on something other than the computer screen.
- Uncorrected vision is the #1 cause of eyestrain.

B. Keyboard/mouse tray

- It is often best to have your keyboard and mouse on an adjustable surface. This provides the flexibility to achieve the right height. To ensure your keyboard is at the right level, let your elbows fall naturally beside your body. Your forearms should be straight as if you are going to type. You should have a straight line from your elbow through your wrist to the back of your middle finger. ***This is the neutral position.*** Your

keyboard should fall just below this height. Keyboard/mouse tray height may be lower than described, but **NOT** higher. The goal is to keep your wrist in the neutral position.

- The keyboard/mouse tray should be flat and keyboard feet should not be extended.
 - Avoid resting your wrist while typing. Your hands/fingers should "float" over the keyboard.
 - Your mouse should be at the same height and as close to your keyboard as possible to minimize the reach.
 - Keyboard shortcuts are very beneficial. They reduce reaching for the mouse and are more efficient.
- C.** Your ears, shoulders, and hips should be in line. Remember to sit back and let the chair's backrest do its job. If you tend to move towards your work and hunch over, put a reminder on your monitor that says "SIT BACK!"
- D.** The lumbar support (curved section towards the bottom of your backrest) should fit in the small of your back.
- E.** Knee and hip joints should be at about the same level.
- F.** When sitting, make sure you can put 2-3 fingers behind the back of your knees and the front of the seat pan (what you sit on).
- G.** If the seat is too low, excess pressure is put on your spine. If the seat is too high, excess pressure is put on the back of your legs.
- H.** Chair base should be star-shaped with five casters to provide more stability.
- I.** If after the chair has been adjusted your feet cannot rest firmly on the floor, a footrest should be used.
- J.** A document platform is best to hold hardcopy documents. It rests between the monitor and keyboard/mouse tray. An inexpensive alternative is a thick (3" or larger) three-ring binder placed with the spine closest to the monitor. This creates a slope so the documents are propped up directly in front of the user. If you need a makeshift ledge so documents won't slide off, a ruler or a pencil can be taped at the bottom to create the ledge.

Additional notes

If your chair has armrests, they should be adjusted to allow your arms to fall naturally at your side with your elbows/forearms supported. Avoid armrests that push your shoulders up.

DO NOT cradle the telephone with your shoulder. If you have a telephone cradle, it should be removed. This type of mechanism on a telephone encourages bad habits. If you have to talk on the telephone and work on the computer simultaneously, use speakerphone. If speakerphone is not an option, you may need a telephone headset.

Items used frequently should be located as close to you as possible to lessen the reach. Think of your arm as a lever, the closer an item is to you, the less force you will need to use to pick it up.

For guidance purchasing ergonomic products, please contact the University of Florida, Environmental Health & Safety (EH&S), Risk Management office at 392-1591.

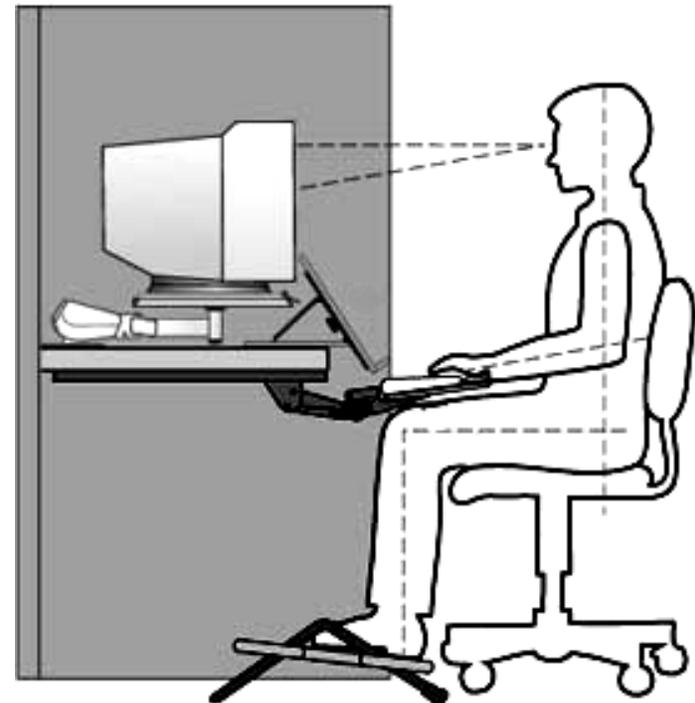
For more information, contact EH&S, Risk Management at 392-1591 or visit us online at www.ehs.ufl.edu/riskmgmt.



Safe

Computing:

Applying ergonomics to computer work station



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