THE COMPUTER WORKSTATION
Ergonomics Guide

MONITOR:
- The top of the monitor screen is aligned at or slightly below eye level (lower for bifocal wearers).
- The monitor is approximately arm’s distance from you.
- The monitor is positioned or equipped to minimize glare.

POSITION:
- The keyboard, mouse, and monitor are directly in front of you.
- There is sufficient leg clearance to perform tasks.
- Frequently used items (e.g. phone, calculator) are placed close to you (within forearm’s reach).

UPPER BODY:
- Shoulders are relaxed
- Hands are at elbow height or slightly lower
- Wrists are straight
- Armrests should not interfere with keyboarding/mousing

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GENERAL TIPS:
- Remember to take breaks from prolonged computer work (preferably every 30 minutes).
- Integrate stretching and exercise into your workday and daily life.
- Protect your eyes by blinking frequently and periodically glancing at objects that are farther away.
- Take the online computer workstation ergonomics training (course #291)
- Complete a workstation self-evaluation

SLAC Occupational Health Services
Environmental Safety and Health

For more ergonomics information, go to http://www-group.slac.stanford.edu/esh/medical/ergo.html or call 926-2281
ESH 7/11