

COMPUTER WORKSTATION ADJUSTMENT GUIDELINES
UW ENVIRONMENTAL HEALTH AND SAFETY
Version: February 2018

INTRODUCTION

This document provides guidance on computer workstation-evaluation and adjustment for comfort. If the person using the computer workstation is comfortable, an intervention is considered successful and no further intervention is required.

Conduct a Self-Evaluation of Discomfort and Self Adjust the Computer Workstation

- Review the image for good computer workstation ergonomic posture.
- Adjust the computer workstation for comfort. Refer to the tables that follow and adjust the workstation following guidelines in Column 2 of *“Ergonomic Adjustment Guidelines For a Computer Workstation”*:
 - Chair
 - Monitor
 - Keyboard and keyboard tray
 - Mouse
- Conduct a self-evaluation of discomfort in your body.
- Make further adjustments as described in *“Common Computer Workstation to Address Discomfort”* to target parts of the body where discomfort occurs. Discomfort is most commonly reported in the following:
 - Lower back
 - Neck, shoulders, and upper back
 - Wrists
 - Arm used to manipulate the mouse

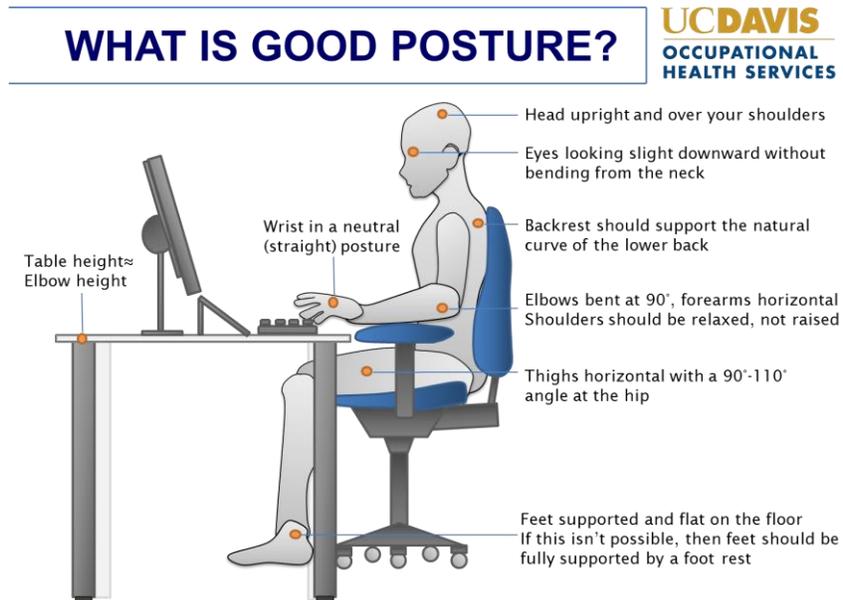
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INITIAL SELF EVALUATION OF POSTURE AND SELF ADJUSTMENT OF THE COMPUTER WORKSTATION

Review the image for good computer workstation ergonomic posture.



The neutral posture is the ergonomic standard for sitting in a chair and using the computer. The characteristics of the posture are described below.

Head	Head is positioned directly above the shoulders and hips.
Back	Back is straight up and down (vertical), and not leaning forward or back at the waist. Upper back and lower lumbar curve are supported by the chair back.
Neck	Neck is relaxed. Chin is at a comfortable level without excessively lifting the chin to view the monitor.
Shoulders	Shoulders are relaxed and are not lifted upward towards the neck.
Upper Arms	Upper arms are relaxed and rest beside the upper body.
Elbows	Elbows are relaxed beside the upper body and are bent at a right angle, 90° to 110°. Elbows are not lifted upward and/or outward away from upper body.
Forearms	Forearms are not extended since upper arms are relaxed beside the upper body.
Wrists	Wrists are relaxed and straight/flat, or flexed slightly downward.
Knees	When sitting in the chair, knees are at the same height or slightly lower than the hips.
Feet	Feet rest comfortably on the floor, or are supported by a foot rest if the feet do not touch the floor.

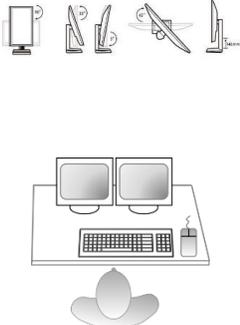
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Common Computer Workstation Adjustments to Address Discomfort					
	Ergonomic Adjustment Guidelines For a Computer Workstation	Lower Back	Neck, Shoulders, Upper Back	Wrist	Arm, Mouse-Use Arm
<p style="text-align: center;">Chair</p>  <p>Note: Some chairs are not designed with all of the adjustment features listed</p> 	<ul style="list-style-type: none"> Chair height: Feet are supported comfortably on the floor. (Arms and shoulders are not forced upward toward neck and shoulders) Seat pan depth: If too long or too short, adjust so there is a 1- to 2-finger width distance between front edge of seat pan and back of the knees. Seat pan tilt: Adjust so flat and comfortable or knees are slightly lower compared to the hips while sitting to reduce pressure on bottom of thighs. Chair back height: Raise or lower back height so curve in chair back matches curve in the user's back to support lower back. Chair back tilt: If you prefer to sit straight up and down (vertically), adjust back tilt so the user's upper back and shoulders are supported. <p>Upper arms are relaxed at sides of upper torso and elbows are bent at 90° to 110°.</p> <ul style="list-style-type: none"> Armrest height: Elbows are comfortably supported by the height of armrests. Arms and elbows and are not forced upward into the neck. Armrest width: Arms and elbows and are not forced outward away from upper body. 	<p>Adjust seat pan depth:</p> <ul style="list-style-type: none"> If too long or too short, user tends to lean forward and rest the forearms on the table during keyboard and mouse use. 	<p>Adjust chair height:</p> <ul style="list-style-type: none"> If height too low and keyboard and mouse are used on top of the table, user tends to raise arms and elbows. <ul style="list-style-type: none"> ○ Raise chair height. May need a footrest to support the feet. <p>Adjust seat pan depth:</p> <ul style="list-style-type: none"> If too short or long, user tends to lean forward and rest forearms on table during keyboard and mouse use. <ul style="list-style-type: none"> ○ Shorten or lengthen seat pan depth <p>Adjust armrest width:</p> <ul style="list-style-type: none"> If elbows lift away from upper body to rest on armrests, adjust armrests inward to support the arms (if chair design allows). 	<p>Adjust chair height:</p> <ul style="list-style-type: none"> If chair too low, user may be resting wrists on edge of table and flexing wrists downward. If chair too high, user flexes wrist upward to use keyboard and mouse. 	

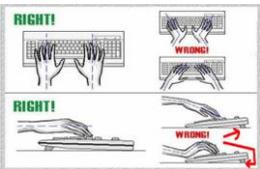
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		Computer Workstation Adjustments to Address Discomfort			
Ergonomic Adjustment Guidelines For a Computer Workstation		Lower Back	Neck, Shoulders, Upper Back	Wrist	Arm, Mouse-Use Arm
<p align="center">Monitor</p>  <p>Note: HP and Dell monitors have height and tilt adjustment feature</p>	<p>User sits comfortably in the chair and looks straight ahead at the top of the monitor without raising or lowering the chin from a comfortable position. The chin and eyes then move downward to read information on the monitor.</p> <ul style="list-style-type: none"> Place monitor at <u>arm's distance away</u> from user. Place the primary monitor <u>directly in front</u> of the user. If <u>dual monitors</u> are used equally, <u>center the monitors directly in front</u> of user and place in V-pattern for use. Adjust the <u>monitor height</u> so the top is slightly above eye level. Adjust the <u>monitor tilt</u> by pushing the top away and bottom toward the user. A tilted monitor is usually easier to view compared to a vertical straight up and down monitor. If have difficulty reading, adjust the <u>font size</u> from small 100% to medium 125%. If user wears <u>bifocal lenses</u>, the user might be trying to view the monitor through the bottom of the lens: To improve viewing comfort, <u>lower the monitor</u> so the bottom edge touches the top of the table and <u>tilt</u> top of monitor away from the user. 	<p>Adjust <u>monitor placement</u>:</p> <p>If user leans forward to view monitor:</p> <ul style="list-style-type: none"> Move monitor closer to the user. Adjust the monitor tilt. <p>Note: If user wears prescription lenses, may need to visit healthcare provider to update prescription.</p>	<p>Adjust <u>monitor height</u>:</p> <ul style="list-style-type: none"> Adjust monitor height so the top is slightly above eye level (2" to 3" from top of large monitor) <p>If user wears <u>bifocal lenses and reads through bottom lens</u>:</p> <ul style="list-style-type: none"> Lower the monitor so the bottom edge touches the top of the table. Tilt top the monitor away from the user. <p>Dell monitor adjustment video: https://www.youtube.com/watch?v=Q3-4iAN3SQ4</p> <p>Dell LCD monitor adjustment video: https://www.youtube.com/watch?v=SdyWAUgRrI4</p>		

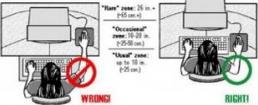
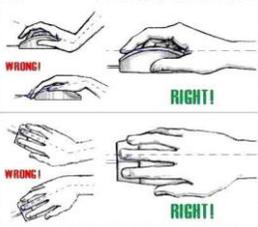
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Ergonomic Adjustment Guidelines For a Computer Workstation		Lower Back	Neck, Shoulders, Upper Back	Wrist	Arm, Mouse-Use Arm
<p style="text-align: center;">Keyboard and Keyboard Tray</p>  <p style="text-align: center;">Note: Steelcase Details keyboard arm: Steelcase Details arm adjustment video</p> <p>Identify level under keyboard platform to adjust the tilt:</p> <ul style="list-style-type: none"> To release, pull towards user. To lock in place, release lever. 	<p>During keyboard use: User's upper arms are relaxed at sides of the upper body, elbows are bent at 90° to 110°, forearms are parallel to the floor, and wrists are straight or flexed slightly downward during keyboard use.</p> <p>If keyboard and mouse are used on top of the table:</p> <ul style="list-style-type: none"> Lower the back legs of the keyboard to flatten the keyboard. (Exception: User is not a touch typist and relies on looking at keys for accuracy). Provide a wrist rest to raise the wrists so flat when using keyboard. Rest the palms on the wrist rest, not the wrists, to avoid compressing the soft tissue in the wrists during keyboarding. <p>If keyboard and mouse are used on an adjustable keyboard tray:</p> <ul style="list-style-type: none"> Adjust the height of the keyboard tray. Adjust the tilt of the tray in a negative tilt by raising the front edge of the tray so it is slightly higher compared to the back edge next to the table and monitor. The wrists should be straight or flexed slightly downward while using the keyboard. 		<p>Keyboard and mouse used at same level:</p> <ul style="list-style-type: none"> Use keyboard and mouse on top of a table; OR, Use on an adjustable arm with a platform that can accommodate both a mouse and keyboard on the same surface. <p>If keyboard and mouse are used on top of a table, and arms and elbows are too low:</p> <ul style="list-style-type: none"> Adjust <u>chair height</u>: Raise height so arm and elbow posture are proper. <p>If keyboard and mouse are used on an adjustable tray:</p> <ul style="list-style-type: none"> Adjust <u>tray height</u> so arm and elbow posture are proper. 	<p>Adjust <u>chair height</u>:</p> <ul style="list-style-type: none"> If chair too low, user may be resting wrists on edge of table and flexing wrists downward. <ul style="list-style-type: none"> ○ Raise chair height. If chair too high, user flexes wrist upward to use keyboard and mouse. <ul style="list-style-type: none"> ○ Lower chair height. <p>If keyboard and mouse are used on an adjustable tray:</p> <ul style="list-style-type: none"> Adjust <u>tray height</u> so arm, elbow, and wrist posture are proper. 	

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		Computer Workstation Adjustments to Address Discomfort			
General Ergonomic Adjustment Guidelines For a Computer Workstation	Lower Back	Neck, Shoulders, Upper Back	Wrist	Arm, Mouse-Use Arm	
<p align="center">Mouse</p>   <p align="center">Note: EH&S does not recommend use of a mouse pad</p>	<p>User's upper arms are relaxed at the side of the upper body, elbows are bent at 90° to 110°, forearms are parallel to the floor, and wrists are straight or flexed slightly downward during mouse use.</p> <ul style="list-style-type: none"> Placement: Mouse is next to the edge and bottom corner of the keyboard close to user to reduce the distance reached to reduce arm extension when using the mouse. <p>Mouse is used at the same level as the keyboard.</p> <ul style="list-style-type: none"> Wrist Rest: If mouse pad is used, the palm, not the wrist, rests on the wrist rest during micro-breaks. Mouse Use: To manipulate the mouse, the user moves the forearm and wrist together rather than placing the wrist on the wrist rest and “waving the hand left and right” at the wrist. 		<p>Avoid reaching for a mouse at one height and the keyboard at a different height.</p> <ul style="list-style-type: none"> Use the keyboard and mouse on the same surface at the same level such as an adjustable keyboard platform or on top of the table. 	<p>Adjust <u>chair height</u>:</p> <ul style="list-style-type: none"> If chair too low, user may be resting wrists on edge of table and flexing wrists downward. If chair too high, user flexes wrist upward to use keyboard and mouse. <p>If keyboard and mouse are used on an adjustable tray:</p> <ul style="list-style-type: none"> Adjust <u>tray height</u> so wrists are flat or with slight downward flexion. 	<ul style="list-style-type: none"> Place the mouse next to the edge of the keyboard close to the user to reduce the distance reached. Avoid extending the arm to use the mouse. Use the mouse at the same level as keyboard. If a mouse pad is used, rest the palm, not the wrist, on the wrist rest during micro-breaks. When manipulating the mouse, move the forearm and wrist together rather than placing the wrist on the wrist rest and “waving the hand left and right” to manipulate the mouse.

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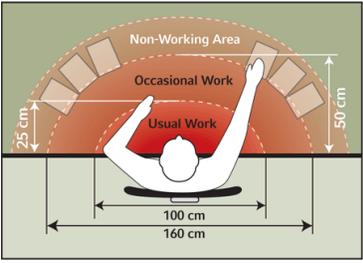
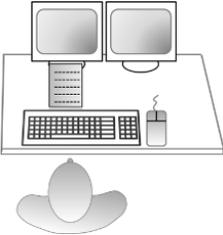
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COMPUTER WORKSTATION ORGANIZATION AND SELF ADJUSTMENT OF THE WORKSTATION

Work Station Organization

Organize your work surface so there is little clutter. Place and use the phone, documents, document holder, etc. in the preferred locations where they are easy to reach. Place items used more frequently closer to the user.

	<p><u>Work Zones</u> Place frequently used items within easy reach while sitting. Place less frequently used items farther away to reduce the need to extend the arms to reach items.</p> <ul style="list-style-type: none">• Primary Zone (Frequent reaches): Examples are the phone, a calculator• Secondary Zone (Infrequent reaches): Examples are pens, paper, files• Tertiary Zone (Occasional reaches: Examples are manuals, binders, pictures
	<p><u>Phone:</u></p> <ul style="list-style-type: none">• Avoid extensive cradling of the phone between the neck and shoulder since it can cause neck and shoulder discomfort.• Solution: Use a headset, wireless style preferred.• Minimize reaching - Move the phone close to the user.<ul style="list-style-type: none">○ If left handed, place the phone on the left side of workstation.○ If right handed, place it on the right side.• Provide a headset if high volume phone use.
	<p><u>Document holder:</u></p> <ul style="list-style-type: none">• Use a document holder to place documents at a height so that the computer user does not excessively bend or twist the neck.• It is preferred to place the holder directly in-line above the keyboard and at the bottom of the monitor rather than to the left or right of the monitor.
	<p><u>Cord Management:</u> Bundle cords to manage and organize tangled cords.</p> <ul style="list-style-type: none">• Tangled cords may restrict placement of the screen and mouse. <p>A foot may be caught in tangled cord to create a trip and fall hazard.</p>

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INTEGRATE BREAKS AND MOVEMENT INTO YOUR WORK ROUTINE

- Take short breaks away from the computer and rotate job tasks throughout the day to reduce fatigue.
- Take time to relax your eyes. Follow the 20/20/20 rule -- Every 20 minutes, take a 20-second break and focus your eyes on something at least 20 feet away.
- Change positions periodically to help maintain circulation and prevent putting pressure on any one area of the body for an extended period of time.
- Take time to stretch the neck, shoulders, and legs. Refer to the information below.

Note: If you are under medical treatment, please consult with your healthcare provider to identify a stretching program that will benefit you, enhance your recovery, and identify any stretches that should be avoided.

TITLE	SOURCE	WEB LINK AND DESCRIPTION
The Solution – Fitness Breaks	Mayo Clinic	http://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-stretches/art-20046041?pg=2 DESCRIPTION: Videos on specific desk stretches to understand proper form and technique. <ul style="list-style-type: none"> • Video: Neck stretches for the workplace • Video: Forearm stretches for the workplace • Video: Upper body stretches for the workplace • Video: Seated stretches for the workplace • Video: Standing stretches for the workplace
Stretching at the Workstation	Canadian Centre for Occupational Health and Safety	http://www.ccohs.ca/oshanswers/ergonomics/office/stretching.html#print <ul style="list-style-type: none"> • What are some stretches for the hands and forearms that can be done at the workstation? • What are some stretches for the neck and shoulders? • What are some stretches for the back, side and legs? DESCRIPTION: Website information. Illustrations and descriptions of stretches for computer users
Desk Yoga	University of Washington Whole U	https://www.washington.edu/wholeu/videos/ DESCRIPTION: Scroll to bottom of list of videos and refer to “Desk Yoga” stretches. These can be done for those work at desks and should be done in moderation when beginning a stretching program. <ul style="list-style-type: none"> • Desk Yoga For Hips • Desk Yoga For Your Neck • Desk Yoga For Wrists and Finger • Desk Yoga For Arms and Sides • Desk Yoga For Torso • Desk Yoga For Shoulders