The Ergonomically Positioned Workstation

Slouching, slumping or bending forward at the waist in a chair can lead to discomfort, fatigue and backache. Follow these guidelines to help prevent problems from occurring when sitting at your workstation.

A. Top one-third of the screen at eye level; distance from operator a minimum of 18 inches.

B. Wrists should be a natural extension of the forearm, not angled up or down.

C. Elbow relaxed; lower arm at approximately 90° to upper arm.

D. Adjustable back rest to accommodate the normal curve of the lower spine.

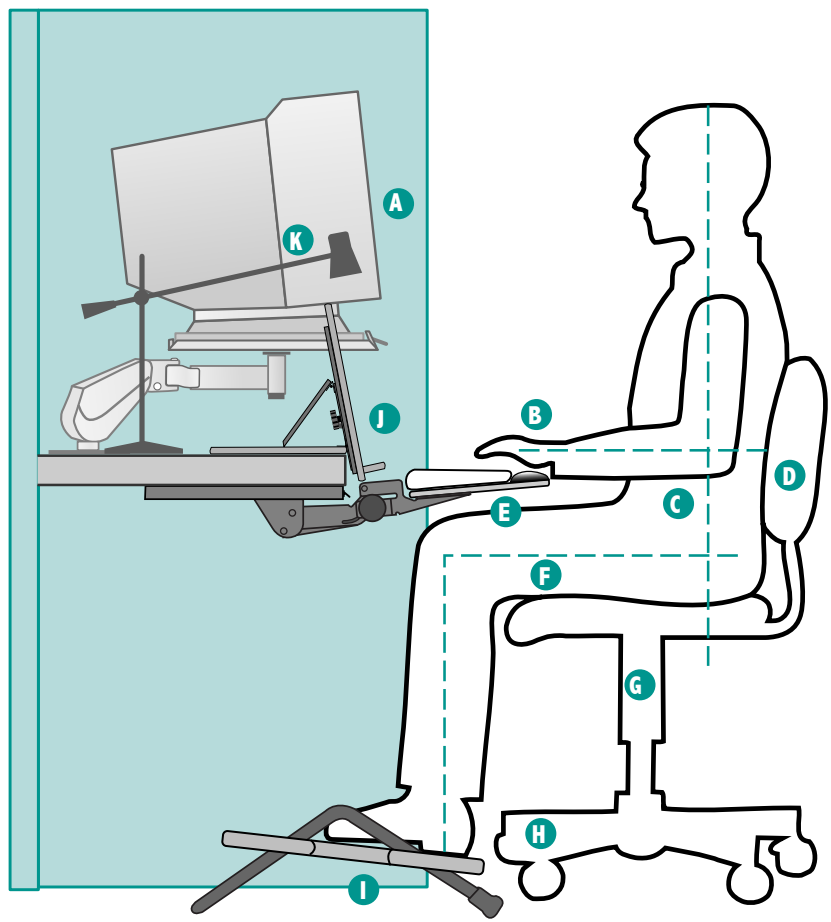
E. Keyboard flat at elbow level with palm rest to support hands during rest.

F. Thighs approximately parallel to the floor.

G. Easily adjustable seat height. Seat pan short enough (front to back) for knee clearance and with a waterfall front edge.

H. Swivel chair with 5-point base and casters.

I. Feet resting firmly on the floor; footrest needed if feet are not supported by the floor.

J. Document holder at same angle as screen.

K. Adjustable task lighting for hard copy documents, if necessary.