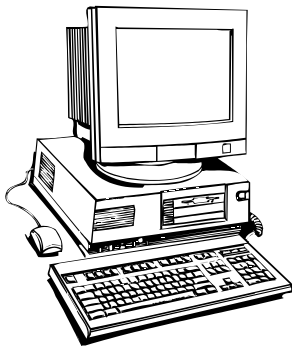


Computer Workstation Ergonomics: Remember the Basics!



***Chula Vista Elementary
School District***



Ergonomics is the study of the human body and how it is used at work.

Increased computer use can put the body at risk unless you know some of the basic rules for computer workstation design.

Some simple rules to follow are:

- ◆ place monitor directly in front and not at an angle.
- ◆ top of monitor should be even with your eyebrow; if wearing bifocals, monitor should be lower.
- ◆ keep keyboard flat or in a slight negative tilt.
- ◆ keep mouse close, avoid reaching.
- ◆ TRY the pan of your chair in a negative tilt position for improved sitting posture.
- ◆ take micro breaks and stretch.
- ◆ listen to your body!

OSHA has defined the two most common “risk factors” that contribute to potential cumulative trauma disorders as repetition and awkward posture.

Risk factors can be eliminated by maintaining “neutral posture” at your computer workstation. Knowing your ideal workstation heights can help you maintain a “neutral posture.”

If you have a concern with your workstation, contact the Risk Management Department at extension 1352 to schedule a workstation evaluation.

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Information provided by:
Joyce Rhoades of
Ergocentrix

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Place the monitor directly in front of you while at the keyboard

Position the top of monitor screen at or below eye level and about an arm's length away

Maintain a proper posture having a 90 degree or greater angle at the hips and knees while the feet are supported by the floor or footrest

Sit with head and neck in upright position, even while on the telephone

Keep shoulders relaxed and elbows close to the body

Tilt or swivel the monitor screen to eliminate reflections on the screen or add an anti-glare filter

Select a chair that allows clearance behind knees when seated against the backrest

Use the backrest of the chair to provide full support particularly for the lower back

Computer Workstation Ergonomics

Remember the Basics!

Reduce glare on work surfaces by decreasing overhead lighting and using window shades effectively

Add a task light to illuminate documents properly

Adjust the height of the chair to achieve a proper posture

Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line while using the keyboard

Use a document holder to place source documents as close to the computer screen as possible and at the same height and distance

Allow ample clearance to move knees and legs under the keyboard support

Place mouse and other input devices next to the keyboard

