PERSONAL COMPUTER WORKSTATION

Use these tips to assess your own computer workstation. Refer to the diagram for an example of proper positioning at the computer.

Chair Adjustment
- Adjust the height of your chair so that your feet are flat on the floor, or on a footrest - your hips should be slightly higher than your knees
- Adjust the lumbar, seat pan and tilt of the chair to support your back and body
- Keep your arms in a comfortable position with elbows in at your sides - adjust the armrest height so that they support your arms in a relaxed position

Work Surface/ Keyboard Adjustment
- Adjust the keyboard so that it is at the same height as your elbows, it should be either in a flat position or tilted away from you
- Work with your arms relaxed at your sides rather than stretched out in front of you
- When using the computer, have approximately 85-100° angle at your elbows
- When typing, wrists should remain straight, in line with your forearms
- The mouse should be at the same level as the keyboard and close to the center to avoid extended reaches

Monitor Adjustment
- The monitor should be positioned so that your eyes are aligned with the top of your screen - if you wear bifocals, the monitor height should be slightly lower to allow viewing without moving your head up or down
- The monitor should be directly in front of you in alignment with the keyboard and placed at an arm’s length

Workstation Accessory Adjustments
- Place primary work materials in front of you and frequently used items within easy reach
- If applicable, use a document/ copy holder next to the monitor
- Keep arms from resting on any sharp, square edges of your work surface
- For jobs with a high volume of phone calls, use a phone headset to maintain the head in an upright position and protect your neck from injury

Work Habits
- Change your position/ posture frequently throughout the day
- Move around - do some stretches throughout the day

Visit [www.ehs.ucr.edu](http://www.ehs.ucr.edu) for additional information or call EH&S at 827-5528 if you have any questions.