

## Appendix A – Workstation Guidelines

Chairs	Keyboard	Mouse	Monitor
Chair should have a strong five legged base.	Place the keyboard on a stable, level surface.	Place the mouse close to your keyboard at the same height or slightly lower.	Set the height of the monitor slightly below eye level.
Adjust the height of your chair so your feet are flat on the floor or on a footrest with your knees bent.	Place the keyboard directly in front of you not at an angle or in a corner that requires twisting of your torso.	If you use your mouse often, move the keyboard slightly to the side so that you do not over-extend your arm to use your mouse.	Place the monitor at least 20 inches directly in front of you.
Thighs and hips should be supported by a well-padded seat and generally parallel to the floor.	Type with your arms hanging straight down from your shoulders, close to your sides with your elbows at about a 90-degree angle so your forearms are parallel to the floor.	Do not rely only on your wrist to move the mouse. Keep your wrist straight and use your arm.	Position your screen to minimize reflected glare. Use glare screens when necessary.
Do not cross your legs for extended periods of time or sit on your feet.	Keep your shoulders relaxed not hunched and elbows close to the body.	Keep your arms close to your sides and your elbow bent about 90 degrees.	Keep your screen and filter screen clean of dust and fingerprints.
Support the natural inward curve in the lumbar area (lower spine) with the chair's backrest.	Hold your wrists straight while typing. Do not bend or twist your wrists up, down or to either side.	Keep your shoulders relaxed not hunched.	A qualified technician should evaluate screen flickering.
The edge of the seat should not press against the back of the knees.	Do not overreach for distant keys with your fingers – move your entire hand.	Substitute keystrokes for mousing tasks such as Ctrl+S to save, Ctrl +P to print.	Adjust monitor controls (brightness, contrast, etc.) for comfortable viewing.
Armrests, if provided, should be soft, allow your shoulders to relax and your elbows to stay close to your body.	Do not rest your wrists, hands, elbows or forearms on hard, sharp-edged surfaces such as the edge of your desk or keyboard. Use a padded wrist rest.	Use a mouse pad with a wrist/palm rest to promote neutral wrist posture.	Place all document holders at the same distance as the monitor and close together to avoid constant changes in focus and excessive neck or back movement.
Use a chair with a backrest that is easily adjustable and able to support the back in a variety of seated postures.	Do not pound the keyboard. This excessive force creates shock waves that must be absorbed by your hands and arms.	Avoid tightly gripping the mouse or pointing device to maintain control.	Monitors should not be farther than 35 degrees to the left or right.
Sit in one of the four reference postures: reclined sitting, upright sitting, declined sitting or standing to provide neutral positioning for the body.	Adjust your keyboard angle to fit your hands. If you have long fingers, you probably will be more comfortable keeping it flat or at a very low angle while with short fingers you may find it more comfortable to tilt the keyboard slightly more to make it easier to reach keys on the upper rows.	If the keyboard tray/surface is not large enough to accommodate both the keyboard and mouse, try using a mouse platform positioned over the keyboard (this design allows the mouse to be used above the 10-key pad) or install a mouse tray next to the keyboard tray.	Rest your eyes periodically by focusing on objects farther away from the monitor (e.g. a clock on a wall 20 feet away).