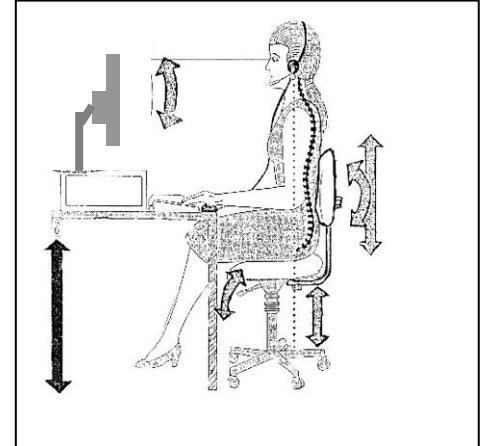
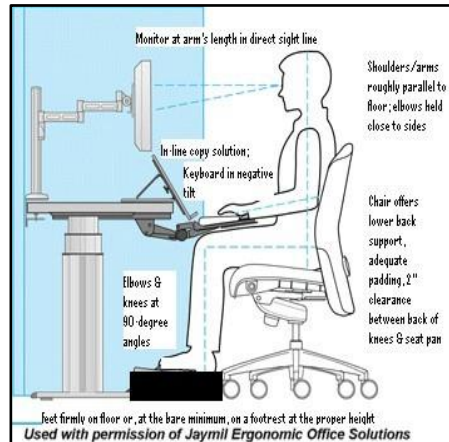




## SEATED OFFICE WORKSTATION ERGONOMICS

### Basic ergonomic guidelines for the keyboard, mouse and screen

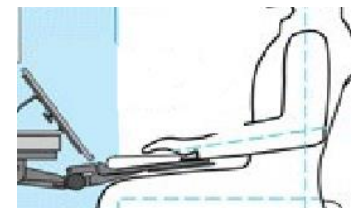
- Keyboard at about elbow height with mouse close to keyboard
- Top line of screen at or slightly below eye level



### Answer the following questions to help you find your ergonomic neutral position for computer work—

#### 1. Is your keyboard at about elbow height?

- Pull chair away from keyboard/desk
- Place forearms about parallel to the floor or in a slightly downward tilt with wrists straight



#### If your keyboard is **above** your fingertips:

- ✓ Raise chair until keyboard is at the right height.
- ✓ If needed, add footrest to support legs/feet.
- ✓ Or, lower keyboard tray or keyboard support surface.

#### If your keyboard is **below** your fingertips:

- ✓ Lower the chair (but not so much that your knees are above your hips)
- ✓ Or, raise keyboard tray/surface

- If you cannot lower your chair without compromising leg/back posture, consider adding a keyboard tray.
- If you have a keyboard tray, consider tilting it slightly away from you.

#### 2. Is your mouse close to the keyboard, and on the same surface as the keyboard? Is your elbow near the side of your body when your hand is on the mouse?

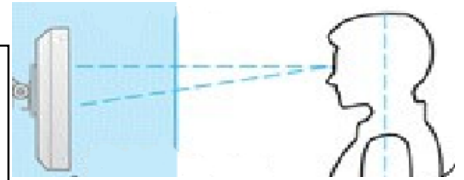
#### If your elbow is away from your body:

- ✓ Move mouse as close to keyboard as possible
- ✓ Consider using a keyboard without a number pad
- ✓ Consider using the mouse to the left of the keyboard at least some of the time.

- See “Mouse Suggestions” handout for more information.

**3. Is the top line of the screen(s) at eye level or slightly below? Can you see it clearly without leaning forward?**

- ✓ Raise or lower screen as needed to place top line at eye level or slightly below
- ✓ Keep the head straight (chin not up or down)
- ✓ Move screen forward or back as needed for clear vision
- ✓ If you wear bi-focals, considering lowering screen or placing screen where the head does not tilt up or down frequently.

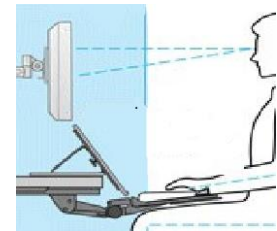


**4. Do you look at two screens? Are items viewed on the screen easily seen without rotating the head too much to the left or right?**

- ✓ Adjust screens so they are the same height
- ✓ If you view one screen more frequently, place that screen more centrally and place second screen on angle on right or left.
- ✓ If both screens viewed equally, center screens in front of face. Keep screens close together.
- ✓ Move most frequently viewed items more centrally on screen rather than to far right or left.

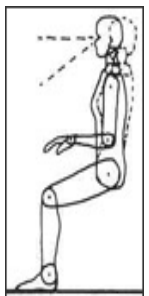
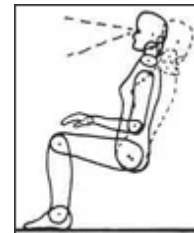
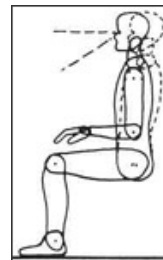
**5. Are documents viewed placed in line with the computer screen?**

- ✓ Place documents that are frequently viewed on a stand in line with the computer screen.
- ✓ Use a document holder or 3-ring binder to tilt papers.



**6. Are your legs about parallel to the floor and back supported while sitting?**

- ✓ Position chair so that legs are supported with thighs about parallel to the floor.
- ✓ Change position often. It is Ok to sit slightly higher with legs in a downward sloping position some of the time (3<sup>rd</sup> figure to right)
- ✓ Vary sitting posture throughout the day. Posture variations may be easier to do with an adjustable keyboard tray and/or an adjustable table.



Not all possible problems or solutions may be noted here. If you are a Dartmouth College employee, send email to [Molly.O.Rhoad@dartmouth.edu](mailto:Molly.O.Rhoad@dartmouth.edu) in EHS at Dartmouth if you would like to schedule an ergonomic assessment. If you are a DHMC employee, contact Rehab Medicine at 650-5978 or Safety and Environmental Programs at 650-7233.

See "Get up and Move" for ideas to add movement to your day.

Prepared by Denise Finch, OTD, OTR/L, CHT, Sandy Stephens, OTR/L and John Kannas, MSPH