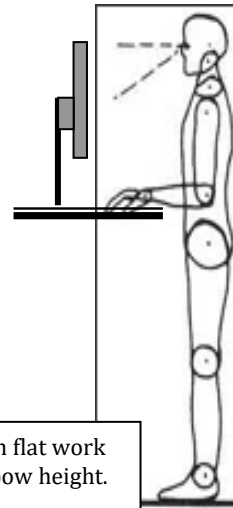




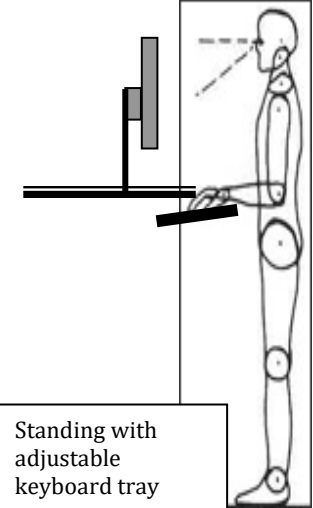
STANDING OFFICE WORKSTATIONS GUIDE

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



Standing with flat work surface at elbow height.

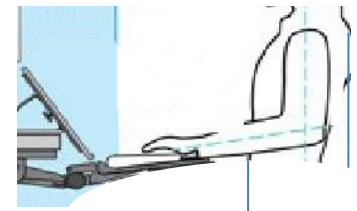


Standing with adjustable keyboard tray

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

1. Is your keyboard at about elbow height?

- Stand away from keyboard support surface
- Place forearms about parallel to the floor or in a slightly downward tilt with wrists straight



If your keyboard is **above** your fingertips:
 ✓ Lower keyboard tray or keyboard support surface until home row of keys is at fingertips.

If your keyboard is **below** your fingertips:
 ✓ Raise keyboard tray or support surface until home row of keys is at fingertips.

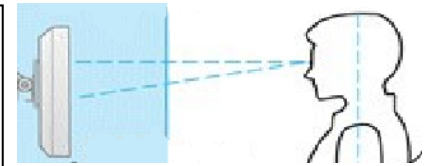
2. Is your mouse close to the keyboard, and on the same surface as the keyboard? Is your elbow near the side of your body when your hand is on the mouse?

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
- ✓ Bi-focal or progressive lens users should place screen so that the head is as straight as possible (may need to lower screen or change the distance of the screen from eyes).

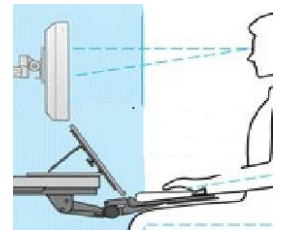


4. Do you look at two screens? Are items viewed on the screen easily seen without rotating the head too much to the left or right?

- ✓ Adjust screens so they are the same height
- ✓ If one screen viewed 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. Do you stand in the same position most of the time?

- ✓ Standing is a static posture and prolonged standing is not recommended. The goal is to change position/move every hour. Movement is important.
- ✓ Alternate between sitting and standing, stretch or walk frequently throughout the day. Try standing with your knees slightly bent, or with one foot forward.
- ✓ Try standing with one foot up on a 2-4" foot stool; alternate which foot is up.
- ✓ Wear supportive shoes when standing.

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 at 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.

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