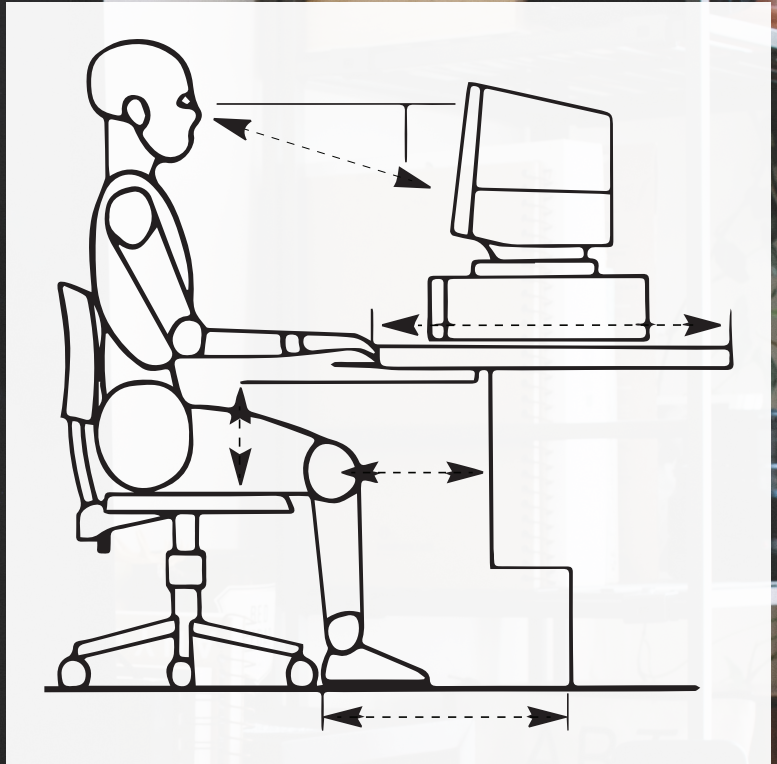


HINTS AND TIPS FOR WORKING IN IT

Setting up your Workstation

The following steps represent basic adjustments which should be made to a workstation prior to use.

1. Start with feet flat on the floor or on a foot rest
2. Adjust chair height to a comfortable position that keeps the feet on the floor (or foot rest) and thighs relaxed and approximately parallel to floor
3. Adjust chair tilt tension so the user can recline primarily through shifting weight rather than by pushing off with the feet. If the heels rise significantly off the floor when reclining, the user is pushing with the feet too much and the tension should be lightened. If the user prefers not to recline, the tension can be kept tight
4. Adjust the angle of the backrest to allow as much recline as feels comfortable. Up to 120° is recommended
5. Adjust the height of the backrest to support the lumbar curve
6. Adjust the keyboard height to elbow height or lower. Adjust the angle so the wrists are in a neutral (straight) position and the elbows are angled 90° or more.
7. Place the mouse where it can be used without reaching
8. Adjust the monitor height so the entire viewing area is somewhere below eye level. The top of the monitor should be at eye level while the bottom of the screen should fall in the range of approximately 15-30° below eye level
9. Adjust the monitor angle to face users' eyes
10. Check for monitor glare and correct it by changing or shielding the light source or rearranging the workstation. Do not reduce glare by compromising the monitor height, angle, or location
11. Adjust the work surface height so the arms and shoulders are not raised significantly when writing or reading. Work surface height is more important than keyboard height for people who spend little time keying



12. Place any documents used during work at about the same distance from the eyes as the monitor and perpendicular to the line of sight. If possible, position documents on the same plane as the monitor by using a document holder, either side of the monitor
13. Position frequently used items within easy reach

14. REMEMBER TO VARY YOUR POSTURE REGULARLY AND ALTERNATE KEYBOARD WORK WITH OTHER DUTIES

HINTS AND TIPS FOR WORKING IN IT

Dimensions for a Workstation

Components of a workstation should be as flexible as possible to provide the following adjustability:

- Keyboard height (floor to home row) 70-85cm
- Screen centre above floor 90-115cm
- Screen inclination to horizontal 88-105°
- Keyboard (home row) to table edge 10-26cm
- Screen distance to table edge 50-75cm

The workstation should have adjustable keyboard height and adjustable screen height and distance.

The controls for adjusting dimensions should be easy to handle, particularly at workstations used by a number of people.

At knee level, the distance between the front table edge and the back wall should not be less than 60cm and at least 80cm at the level of the feet.

Aids to Achieve a Comfortable Workstation

- Fully adjustable chair- with good lumbar support
- Foot rest- preferably adjustable
- Monitor stand
- Keyboard wrist rest- only if necessary
- Mouse pad with wrist rest

Do something TODAY that your
future self will thank you for.