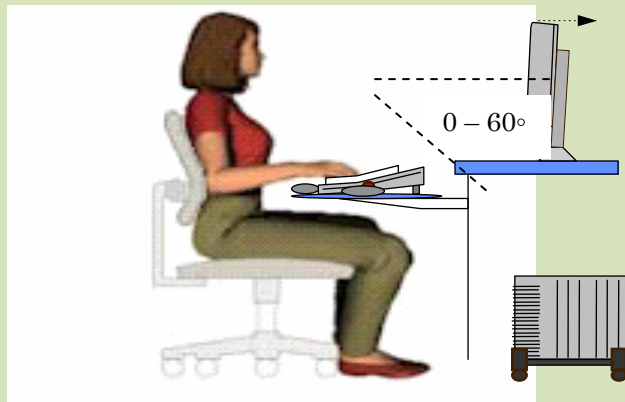


## SEPTEMBER 2009 OCCA SAFETY REPORT: POSITIONING COMPUTER WORKSTATION TO REDUCE THE LIKELIHOOD OF REPETITIVE USE INJURY



### **Basic Positioning “Tips” to follow:**

- 👍 Monitor and keyboard should be directly in front of you.
- 👍 Input device should be next to the keyboard, so it can be used without reaching.
- 👍 Monitor should be set at your best focus distance to avoid both eye strain and forward leaning. This is typically at least 20 inches away, but varies based on specific vision correction.
- 👍 The top of the monitor (e.g. menu bar) should be at or slightly below eye level.
- 👍 Your head and neck should be aligned with your torso.
- 👍 Your shoulders should be relaxed, with your arms “hanging” at your sides.
- 👍 Forearms and thighs should be nearly parallel with the floor.
- 👍 Your wrists should be in a neutral posture.
- 👍 Feet should be flat on the floor, or supported by a foot rest.
- 👍 Lumbar curve of your back should be resting against (and supported by) the back rest on your chair.
- 👍 There should be approximately a hand’s thickness between the front edge of the chair and the back of your knees.
- 👍 Position your document holder to reduce or eliminate neck twisting or bending.
- 👍 If you need to use the phone and computer simultaneously, then strongly consider using a headset.
- 👍 When using a laptop for extended periods, strongly consider using a docking station and “full-size” keyboard.

**Source: The Ohio Bureau of Worker’s Compensation (OBWC). This flyer and other material related to workplace ergonomics can be accessed at the OBWC website at:**

**<http://www.ohiobwc.com/employer/programs/safety/ErgoTools.asp>**