

# Office Computer Ergonomics

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The layout of your workspace can contribute a great deal to the amount of exertion necessary to perform your daily tasks. The following practices and techniques optimize and ensure comfort:

- Minimize glare through glare guards, proper monitor positioning, closing shades to avoid reflections, task lighting and by dimming the lights.
- Avoid varied focal distances by using a document holder.
- Set your monitor directly in front of your body, one arm's length away with the top of the screen at eye level. An old phone book can be used for this, or just tilt it down to avoid glare.
- Adjust your chair so that good lower back support is provided and a comfortable reach is attainable with your elbows at approximately work station height.
- Adjust your posture to stimulate blood flow and to minimize static working positions.
- Give yourself adequate knee clearance to reduce lower body fatigue, minimize reaches, and to provide postural flexibility.
- Proper keyboard placement allows typing with the palms supported and wrists straight with the elbows resting at a height about equal to that of the keyboard. Keep the mouse close to avoid shoulder and neck stress.
- Heavy phone use requires that phones NOT be kept in the crook of your neck! Instead, use the speaker phone feature or a headset!