



# SETTING UP THE COMPUTER WORKSTATION TO FIT YOU



## A STEP BY STEP CHECKLIST FOR SETTING UP THE COMPUTER WORKSTATION TO FIT YOU

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**IN ORDER TO BE COMFORTABLE AT YOUR COMPUTER WORKSTATION THE FOLLOWING STEPS SHOULD BE USED TO ENSURE THE WORKSTATION FITS YOUR NEEDS.** If you feel fatigued or start to experience muscle pain use this checklist to re-evaluate your workstation. Do not be afraid to adjust your workstation. Remember that the best cure for musculoskeletal injuries is prevention.



Figure 1.

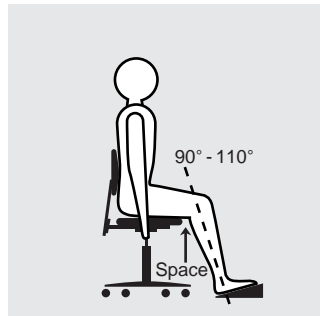


Figure 2.

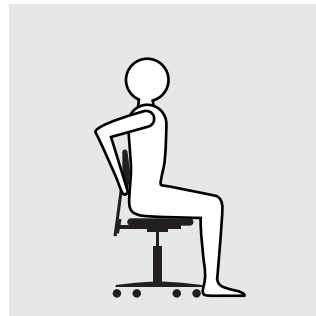


Figure 3.

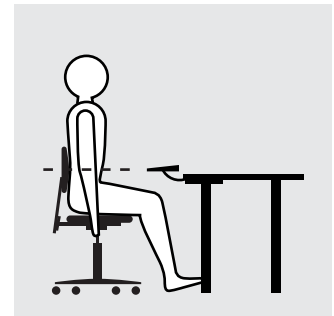


Figure 4.

### ADJUSTING YOUR CHAIR

- Raise or lower the chair until the edge of the seat pan is just below your kneecap when you are standing (*Figure 1*).
- Sit with your feet resting flat on the floor and your legs at a 90-110 degree angle (*Figure 2*).
- Allow enough space for a closed fist between the edge of the seat pan and the back of your legs (*Figure 2*).
- Adjust the backrest to support your lower back. You may need to move the backrest up or down as well as towards you, or away from you (*Figure 3*).

### THE ADJUSTABLE WORK SURFACE

- Sit with your arms hanging straight at your side (*Figure 4*).
- Adjust the desk or keyboard tray to be level with your elbows (*Figure 4*).
- Raise your forearms to create a 90-degree angle at the elbow (*Figure 5*).

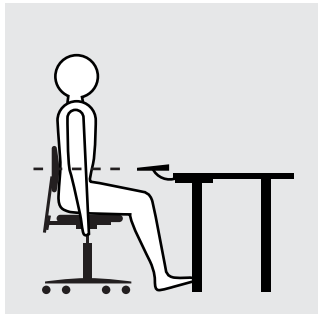


Figure 4.

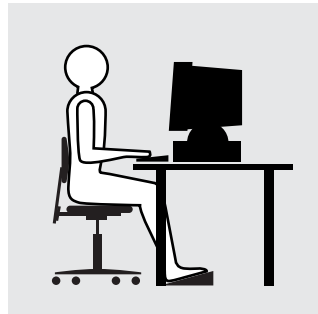


Figure 5.

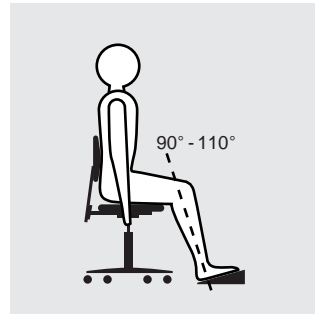


Figure 6.

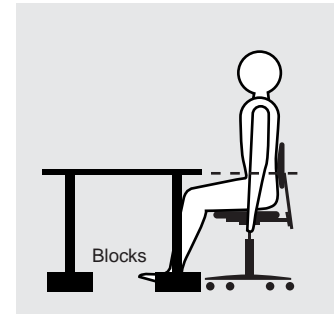


Figure 7.

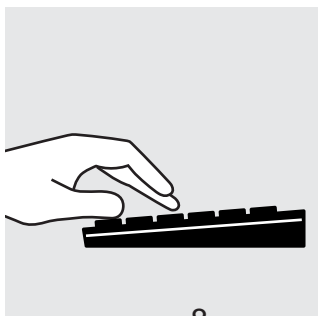


Figure 8.

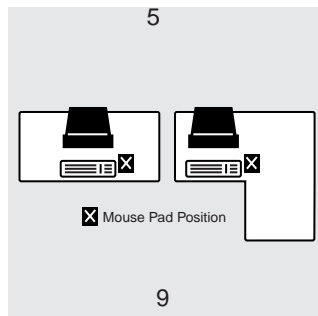


Figure 9.

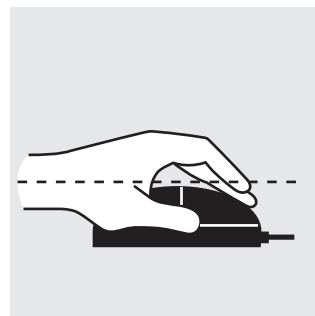


Figure 10.

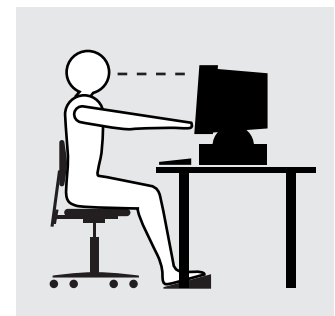


Figure 11.

## THE NON-ADJUSTABLE WORK SURFACE

### A: The working surface is too high

- Sit with your arms hanging straight at your side (*Figure 4*)
- Raise your chair until the desk or keyboard tray is level with your elbow.
- Use a footrest to support your feet. Remember to keep a 90-110 degree angle at the knee (*Figure 6*).
- Raise your forearms to create a 90-degree angle at the elbow (*Figure 5*).

### B: The working surface is too low

- Place blocks under the desk to raise it (*Figure 7*).
- Raise the desk until the working surface or keyboard are at the level of the elbow (*Figure 7*).
- Raise the forearm to create a 90-degree angle at the elbow (*Figure 5*).

## ADJUSTING YOUR KEYBOARD

- Place the keyboard directly in front of you (*Figure 5*).
- Type with your wrists “floating” over the keyboard (*Figure 8*).
- Maintain a straight wrist position when you are typing (*Figure 8*).

## ADJUSTING YOUR MOUSE

- Place the mouse in front of your “mouse hand” You should NOT have to reach away from your body in order to operate the mouse (*Figure 9*).
- Position the mouse at the SAME height as the keyboard. Remember to maintain a 90-degree elbow angle.
- Maintain a straight wrist position when you are using the mouse (*Figure 10*).
- Use your whole arm to move the mouse.
- If you are a dedicated mouse user try to work with your forearm supported. An L-shaped desk surface (*Figure 9*) or an armrest can be used to support your forearm.

## ADJUSTING YOUR MONITOR

- Adjust the monitor height until the top of the monitor is at or just slightly below eye level (*Figure 11*).
- Position the monitor approximately one arm’s length away from you when you are sitting (*Figure 11*).



Figure 12.



Figure 13.

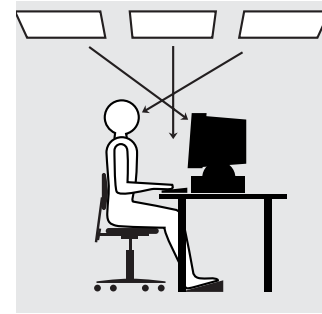


Figure 14.

## ADJUSTING YOUR DOCUMENT HOLDER NOISE

- Place the document holder at the same level as the monitor (*Figure 12*).
- Place the document holder the same distance away from you as the monitor (*Figure 12*).

## LIGHTING/GLARE

- Locate your monitor parallel to the windows and in between overhead light panels (*Figure 13*).
- Use curtains and blinds to control the amount of natural light entering your office.
- Eliminate light sources that shine directly into your eyes (*Figure 14*).
- Eliminate light sources that reflect into your eyes (*Figure 14*).
- Control light sources that shine directly above your computer monitor. Lights directly above a monitor can create glare (*Figure 14*).

- Install sound absorbing materials when possible. (*carpets, acoustical tiles, office dividers, rubber pads under printers*)
- Locate photocopiers, fax machines and other noisy office equipment in a separate room.
- Follow a regular maintenance schedule for the office equipment.

## OHCOW OFFICES

If you need further assistance, call the Occupational Health Clinic for Ontario Workers Inc. Closest to you.

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Revised 2005