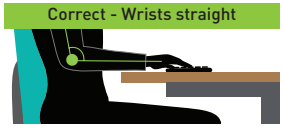
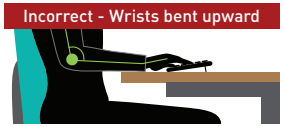
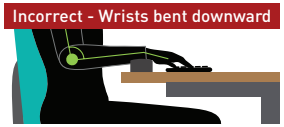
KEYBOARD

Keyboard placement

- Position the keyboard so it is centered in front of the body and close enough that arms are not extended.
- Set the keyboard slightly lower than elbow height and flat or in a negative tilt (the part of the keyboard that is closest to the body is higher than the front of the keyboard).
- The hand, wrist, and forearm should be in a straight line. Avoid bending the wrist backward or angled to the side when typing.



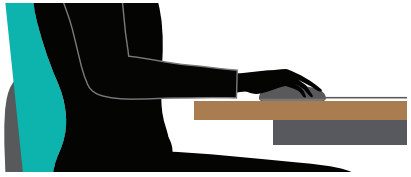




MOUSE

Mouse placement

- Place the mouse next to the keyboard.
- The mouse should be large enough to fit the hand comfortably.
- The mouse should allow you to have a straight forearm, wrist, and hand.
- Avoid wrist planting where the base of wrist is planted on the work surface and the hand pivots the mouse around.
- Float the hand over the work surface or consider using a vertical mouse that puts the hand into a handshake position where the hand is angled upright.



WORKSTATION ARRANGEMENT

Arrangement

Arrange the workstation so that frequently used objects are in the **"green"** zone to minimize reaching. Objects that are used less frequently should be in the **"yellow"** zone. Only minimal work should be performed in the **"red"** zone.

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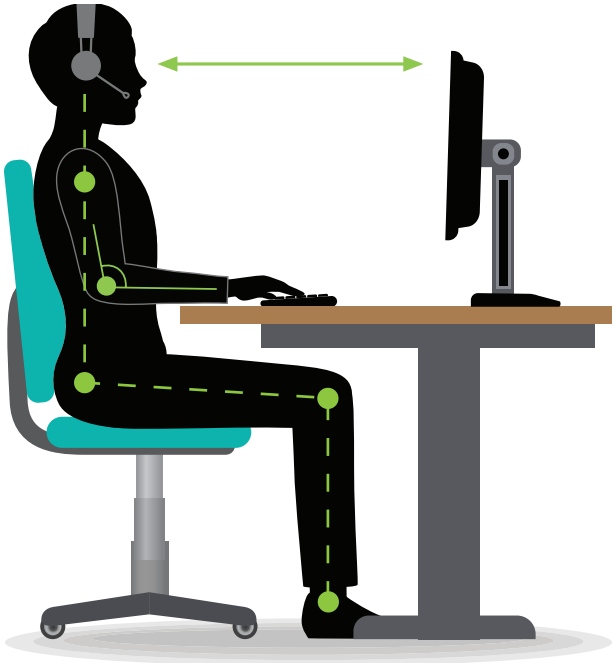
The basics of a **comfortable workstation**



SEATING

Seat pan height

Raise or lower the seat pan so:

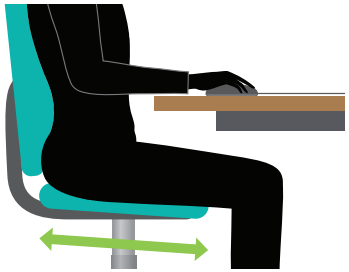
- You can sit comfortably with your feet flat on the floor
- Your hips are slightly above or level with the knees
- The tips of the elbows should be slightly above the work surface height

Seat pan depth

Position yourself so you can sit comfortably against the back rest of the chair and still have at least a 2-3 finger width between the back of the knee and the edge of the seat pan.

Seat pan forward tilt

Adjust to a slight forward tilt or periodically alternate the pan angle (if so equipped) from horizontal to forward tilt.



Arm rests

Adjust arm rests so the forearms can lightly rest or graze the top of the arm rest while your shoulders are relaxed and not raised.

Back rest

Sit upright or slightly reclined using the backrest. If backrest is adjustable, adjust so that it fits the curve of your low back.

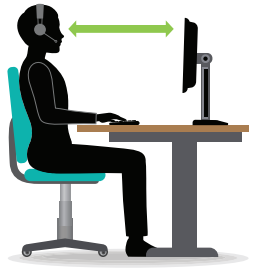
MONITOR

Monitor distance

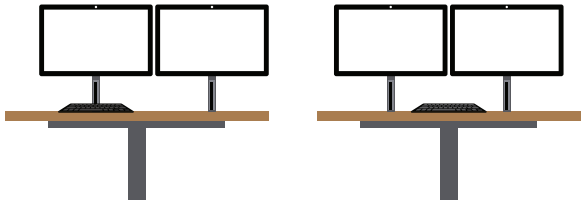
Position the monitor so that it is approximately arm's reach away.

Monitor height

Raise/lower monitors so the first line of text is level with the eyes. Bifocal users should lower the monitor and tilt it up so they can view the monitor with their head balanced on their neck.



Two monitors

Monitors should be side-by-side at the same height.

- Option 1 – Primary monitor aligned with keyboard, secondary monitor at right or left
- Option 2 – Keyboard equally centered between both monitors