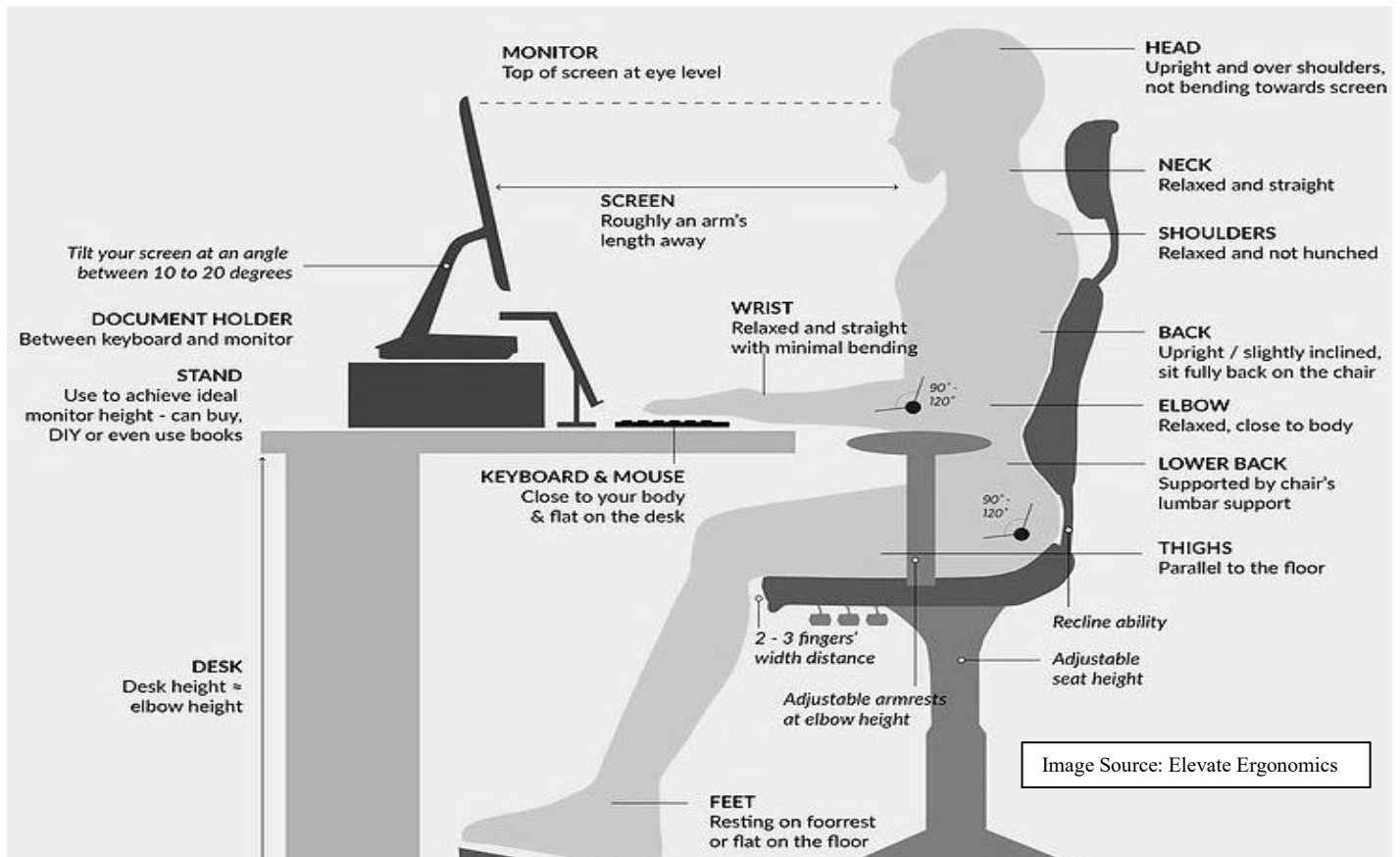# Guidelines for Computer Placement & Workstation Layout

Environmental Health and Safety is concerned about the health of BGSU employees while working with computers and other electronics. To reduce the risk of musculoskeletal disorders, we recommend following these guidelines for proper computer workstation setup:

MONITOR
Top of screen at eye level

HEAD
Upright and over shoulders, not bending towards screen

SCREEN
Roughly an arm's length away

NECK
Relaxed and straight

Tilt your screen at an angle between 10 to 20 degrees

SHOULDERS
Relaxed and not hunched

DOCUMENT HOLDER
Between keyboard and monitor

WRIST
Relaxed and straight with minimal bending

BACK
Upright / slightly inclined, sit fully back on the chair

STAND
Use to achieve ideal monitor height - can buy, DIY or even use books

ELBOW
Relaxed, close to body

KEYBOARD & MOUSE
Close to your body & flat on the desk

LOWER BACK
Supported by chair's lumbar support

THIGHS
Parallel to the floor

90° - 120°

Recline ability

DESK
Desk height ≈ elbow height

2 - 3 fingers' width distance

Adjustable seat height

90° - 120°

Adjustable armrests at elbow height

Image Source: Elevate Ergonomics

FEET
Resting on foorrest or flat on the floor

Keep all items that are frequently reached for within an arm's reach of the normal seated position.

Use a document holder to keep documents upright (an "in-line" type is best if using multiple monitors).
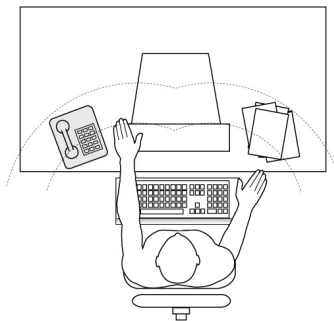
The monitor should be directly in front of the user at about an arm's length.

Place the telephone on the user's non-dominant side. This will prompt the user to answer the phone with their non-dominant hand freeing the dominant hand to take notes. This will reduce the likelihood of cradling the receiver.

Please Note:
- Extension cables for any wired device may be available through ITS (419-372-0999).
- If your desk, chair, or other equipment does not adjust to your needs:
  1. Contact Campus Operations (Bowling Green campus) for available repurposed/surplus equipment and furniture (419-372-2251).
  2. Search for new items to purchase in Falcon's Purch.
- No one posture should be maintained for an extended period of time (more than an hour). Move around even if this means stretching in place, running a quick errand, or getting a quick sip at the drinking fountain.

For questions or to schedule an assessment, please contact Environmental Health and Safety at 419-372-2171 or envhs@bgsu.edu.   Last Review: December 2021   Last Revision: December 2021