

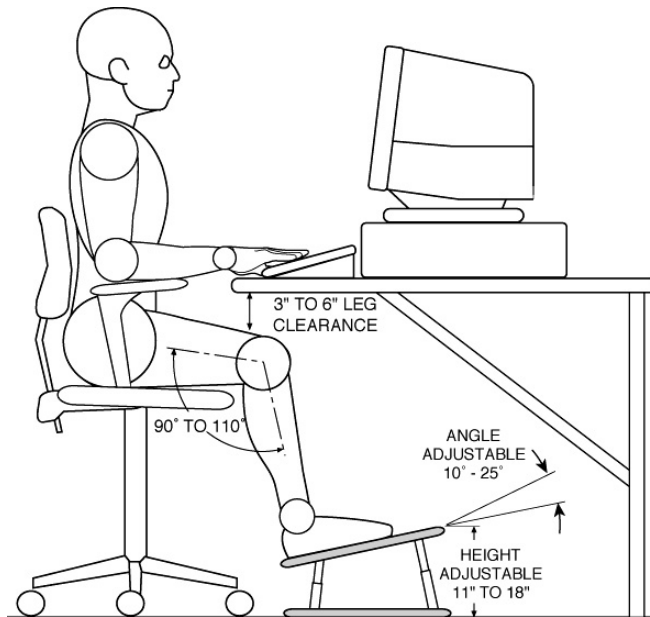
Guidelines for Computer Placement and Workstation Layout

Environmental Health and Safety is concerned about your health while working at the computer. To reduce the risk of Carpal Tunnel Syndrome and other Cumulative Trauma Disorders (CTDs), we suggest you follow these guidelines for proper computer workstation setup.

Make sure your chair's lumbar (back) support is aligned with your waist.

Adjust your chair so that the chair's arm rests are at elbow height with your shoulders relaxed.

Place the keyboard and mouse directly in front of you and at elbow height.



Place your monitor about an arm's reach away. The top of the screen should be at eye level. For bifocal wearers, the monitor should be on the desk and below eye height.

Keep your knees slightly lower than your hips.

Use a foot rest if your feet can not rest flat on the floor.

Place your CPU on the floor to free up valuable desk space.

Use a document holder to keep documents upright and at eye height.



Place the monitor directly in front of you.

Place your telephone on the side of your non-dominant hand.

Please Note:

- Extension cables for the mouse, monitor, and keyboard are available through ITS and they can be reached at 372-0999.
- If your desk or chair does not allow you to arrange your workstation properly,
 1. Contact Materials Handling for available surplus desks and chairs that may assist you in the arrangement.
 2. Check the Office Depot catalog for desks and tables that may work in your office or go to www.officedepot.com. Remember, the University receives a 30 – 40% discount off the list price.
- Do not sit with your back straight up for 8 hours a day. Maintain a variety of different reclined and upright postures throughout the day.

If you have any questions on the proper layout of a computer workstation, please contact Environmental Health and Safety at 372-2171 and check their web site at <http://www.bgsu.edu/offices/envhs/page18450.html>