Guidelines for Computer Placement and Workstation Layout

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

Make sure your chair’s lumbar (back) support is aligned with the curve in your lower back (waist).

Adjust your chair so that the chair’s armrests are at elbow height with your shoulders relaxed.

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

Your knees should be slightly lower than your hips.

The top of the monitor screen should be at eye level. For bifocal/trifocal wearers, the monitor should be on the desk and below eye height (if there are lines on the lenses that one needs to look through versus a blended lens).

Use a foot rest if your feet can not rest flat on the floor or if you are experiencing pressure on the backs of your legs.

Keep all items that you reach for frequently within an arm’s reach of your seated position.

Use a document holder to keep documents upright.

Place the monitor directly in front of you and about an arm’s reach away.

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

Please Note:
- Longer cables for all computer and phone related electronics may be available through ITS.
- If your desk or chair does not support proper workstation setup:
  1. Contact Campus Operations (Bowling Green campus) for available surplus desks and chairs (419-372-2251).
  2. Check out Office Max for any needed equipment for purchase. BGSU has a contract with them resulting in discount pricing.
- No one posture should be maintained for an extended period of time (more than an hour). Get up and move even if this means stretching in place, running a quick errand, or a getting a quick sip at the drinking fountain.