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:

The chair’s lumbar (back) support should be aligned with the natural curve of the lower back.

With shoulders relaxed, adjust arm rests at elbow height.

The keyboard and mouse should be directly in front of the user at elbow height.

Knees should be at/or slightly lower than the hips.

The top of the monitor screen should be at eye level. For those who wear bi/trifocals, the monitor will likely need to be lower at a level where the user can see the whole screen without tilting their head.

After making all of these adjustments, a foot rest will be needed if the user’s feet cannot rest comfortably 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 away.

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 between the user’s face and shoulder.

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 items to buy new 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 regarding computer or similar workstation layout, chair adjustments, or to schedule an assessment, please contact Environmental Health and Safety at 419-372-2171 or envhs@bgsu.edu.