

This is proper for only preventative situations.  
In any situation where an injury or symptoms  
are already being experienced, consult your  
health care provider.

This informational brochure is not intended  
as a substitute for professional health care.

Provided by:  
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How to set up your  
**COMPUTER  
WORKSTATION**  
To prevent



# Computer Workstation Self-Evaluation

(Adopted from Stanford University Environmental Health and Safety)

## Keyboard

- Adjust keyboard height so arms and forearms are at right angles or slightly greater and forearms and hands form a straight line
- Keyboard should be less than arm's distance away to allow you to relax shoulders with elbows hanging close to body
- Wrists should not be bent, but kept in line with the arm. Use a wrist rest to help attain "floating" position.

## Monitor

- Top of screen should be at or slightly lower than eye level
- Viewing distance should be at arm's distance away
- Monitor and keyboard should be directly in front of user
- Position monitor to avoid glare, or invest in a glare screen

## General Work Practices

- Stand up and stretch at least once an hour
- Take a short break after 30 min of keyboarding
- Avoid tilting head and neck to cradle phone. Use hand to hold receiver or wear a headset.
- Ensure lighting is not direct or overly bright and minimizes glare
- Attach a document holder to computer screen to minimize neck and eye strain
- Remove any papers, books, or supplies you don't use daily
- Don't pound on keys while keyboarding!

## Chair

- Seat height should allow feet to rest flat on floor with knees bent at right angles and thighs horizontal to floor
- Both feet should rest on floor comfortably
- Use a foot rest if this is a problem
- Front edge of seat should be 2-4" from backs of knees
- Use a lumbar support
  - Roll a towel up to about 4-6" in diameter and place in small of back for support
- Armrests should be out of the way while typing, but may provide support during other activities (phone use, etc.)