EVALUATING YOUR COMPUTER WORKSTATION

1. Chair – Adjustable, with a dynamic back and a lumbar support for your low back curve.

2. Monitor - Top of screen is level with horizontal line of sight, or lower if wearing bifocals.

3. Remove glare – Avoid overhead and behind lighting from windows and fixtures. Use a glare screen.

4. Monitor – Sit at about arms length, or slightly farther with larger screens

5. Feet flat on floor or supported by footrest if chair is raised

6. Incline text by using a document holder, preferably one that is in-line with the monitor

7. Keyboard – At elbow height and in a slight negative tilt to keep wrists flat.

8. Arms relaxed and close to sides with elbows at about 90 degrees.


10. Keyboard – Place at a slight negative tilt to keep wrists flat.

11. Use a stable work surface.

12. Change your position and stretch at least once per hour.

Numbers refer to picture at front of brochure

SAFETY SERIES:

CREATING A SAFE COMPUTER WORKSTATION

Ergonomic Guidelines for a Computer Workstation

From Cornell University, Professor Alan Hedge and DEA 651 class of 2000, http://ergo.human.cornell.edu
See Evaluating Your Computer Workstation for key to numbers
YOUR COMPUTER WORKSTATION

If you work at a computer for 4 hours or more per day, you may be at risk for developing work-related musculoskeletal problems known as WMSDs. Though this condition usually develops gradually, it can sometimes appear suddenly. If ignored, the problem will get worse and may lead to chronic conditions, disability and even surgery. If identified early, the treatment is more successful.

You can protect yourself by becoming aware of symptoms, risk factors and simple changes that can be made at your computer to reduce the risk of injury.

SYMPTOMS OF WMSDS
- Upper back and neck burning
- Headaches and eyestrain
- Low back discomfort
- Shoulder or arm weakness
- Muscles cramping in your legs
- Numbness or tingling in your hand
- Dropping objects or a weaker grip
- Being awakened at night due to pain

COMPUTER RELATED RISK FACTORS
- Prolonged awkward neck positions
- Prolonged awkward wrist and arm positions
- Highly repetitive movements, ie. Keyboarding for 4 hours or more
- Static postures
- Unsupported back when sitting

COMMON PROBLEMS
- Holding the telephone handset between your ear and shoulder
- Looking down and/or to one side to read text that is laying flat on the desk
- Reaching forward to operate the mouse that is located on the desktop
- Using a keyboard that is positioned on a standard height desktop
- Viewing a laptop screen that is too low or too high
- Using the laptop keyboard for typing
- Sitting in a chair that has poor back support
- Chair is too large or too small causing inadequate back support
- Sitting and keyboarding in one position longer than one hour at a time

WHEN TO SEEK TREATMENT
- Pain is persistent, severe or worsening
- Pain radiates or progress to other areas of your body
- Symptoms include numbness or tingling
- Symptoms keep you awake at night

ERGONOMIC APPROACH TO REDUCING INJURY RISKS
1. Engineering Controls – Make sure your workstation is set up according to the guidelines in this brochure. This may mean buying some furniture and equipment like a chair, desk or document holder.
2. Administrative Controls – Limit the amount of time you work at the computer. Avoid sitting in one position for more than an hour at a time.
3. Worker Controls – Get up and move and do stretching exercises at least hourly, and sooner if you have discomfort.

FOR MORE INFORMATION
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