

PLU Workstation Ergonomics Quick Guide

Desktop Computer Workstation

(Pictures on 2nd page)

- Initially take time to adjust your chair, keyboard tray, and monitor so your posture is aligned in a 90/90/90 position.
- When sitting at your work station your knees, waist and elbows should be at 90 degrees.
- When viewing your monitor your eyes should be level with the top 1/3 of your screen so your head and neck is not tilted up or down. If you wear bifocals, lower the monitor an additional 1 to 2 inches for more comfortable viewing.
- The monitor should be directly behind your keyboard. Place your monitor so that the brightest light source is to the side.
- The monitor should also be located at an arm's reach away so you do not have to strain your eyes.
- Your feet should be flat on the floor. A footrest may be necessary to position feet optimally.

You can improve the ergonomics of your work space by moving your office equipment (telephone, stapler, resource materials) to an arm length away so you do not have to overreach.

Laptop Computer Workstation

(Pictures on 2nd page)

Laptops violate basic ergonomic design. This means you have to pay special attention to how you use your laptop to prevent head, neck, hand, and wrist problems.

□ Occasional Users:

1. Use a chair that is comfortable and that you can recline in.
2. Prop feet up, use towel or pillow for neck & back support.
3. Position laptop in your lap for the most neutral wrist posture. Using a 2-3" binder may help create an optimum angle.
4. Angle laptop screen so you can see with the least amount of neck deviation.

□ Full-time Users:

1. Position laptop on desk/work surface in front of you so you can see screen without bending your neck. Tip: Use reams of paper or books to lift the laptop to best height
2. Use separate keyboard and mouse that can be connected to a USB port.

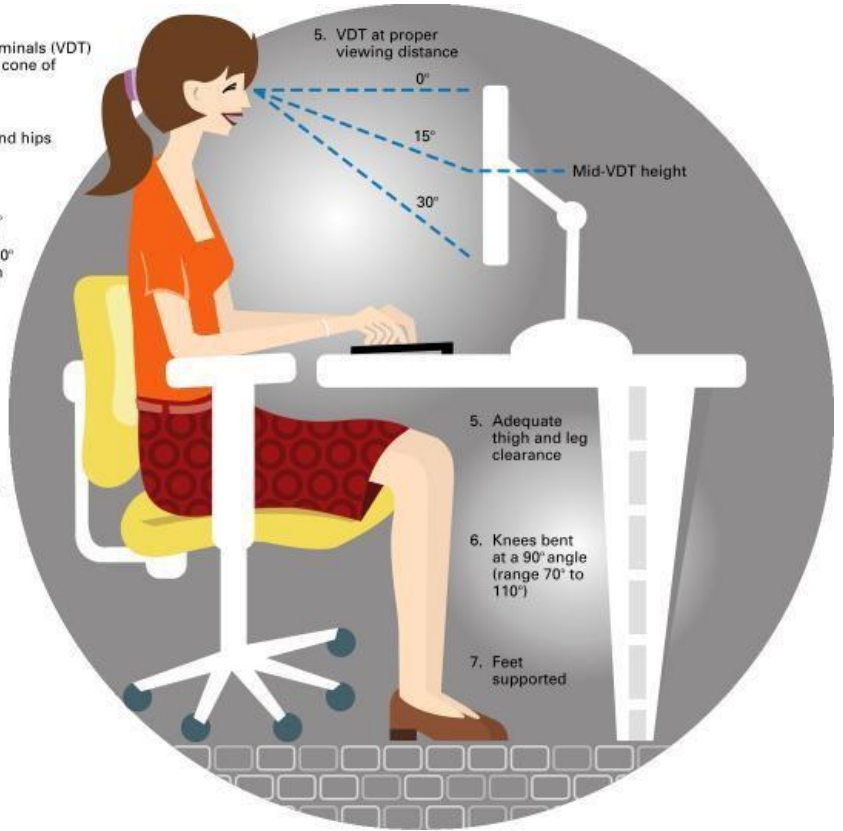
All seated workers should get up, stretch, and walk around periodically to avoid stiffness and longer term problems associated with sitting.

For assessment, E-mail the PLU EHS Manager at mjones@plu.edu or call x7233

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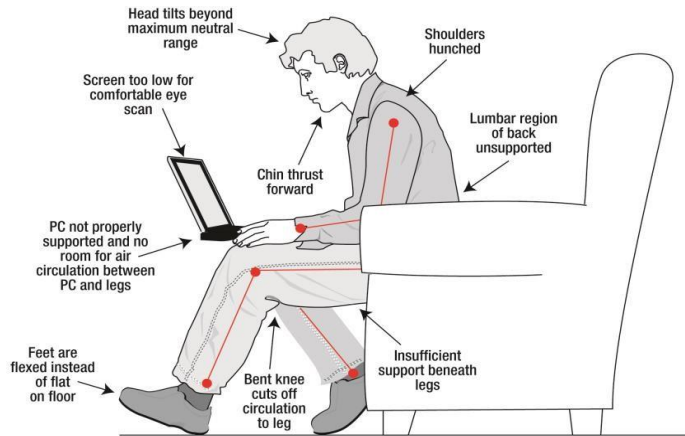
Desktop Workstation

1. Visual Display Terminals (VDT) within the normal cone of vision (0° to 30°)
2. Ears, shoulders, and hips line up vertically
3. Elbows bent at 90° angle while using keyboard (range 70° to 110°) upper arm pointing towards floor
4. Elbows bent at 90° angle while using mouse
5. Hips as far back on chair as possible and bent at 100° to 120°
6. No sharp edges pressing into employee



Laptop Workstation:

Poor set-up



Improved set-up:

