

The Ergonomically Positioned Work Station

Ergonomics is the science that makes products fit people. Its goal is to create products that are easy, enjoyable, safe, and efficient to use. Even with well-designed visual display terminal (VDT) equipment, it is important to set up and use your equipment properly. This will help to increase your physical comfort and enjoyment. Follow these guidelines to set up and use your equipment to maximize your comfort and health.

*It is important to understand the ergonomic features and adjustments of your equipment, and set up your VDT and work environment properly. Slouching, slumping or bending forward at the waist can lead to discomfort, fatigue, and backache.

- A. Place your visual display terminal (VDT) so that the top 1/3 of the screen is at eye level.
- B. Wrists should be a natural extension of the forearm, not angled up or down. Wrists rest should be flush with the front edge of the keyboard.
- C. Adjust your seat height, work surface, or both to position the work surface at about elbow height.
- D. Adjust back support up or down so that the lumbar support corresponds to your lower back curve.
- E. Make sure there is sufficient room under the work surface for your legs.
- F. Thighs should be approximately parallel to the floor.
- G. The chair should have easily adjustable seat height. The seat pan should be short enough (front to back) for knee clearance and have a waterfall front edge. If after adjusting your chair you can't place your feet comfortably on the floor, use a footrest.
- H. Your chair should be able to swivel, and have a rolling bottom.
- I. Feet rest firmly on the floor, use a footrest as needed.
- J. The document holder should be at the same angle as the screen is.
- K. Adjustable task lightening for hard copy documents, if necessary.

