

Properly Setting Up Computer Workstations

Placement of Mouse, Phone, etc.

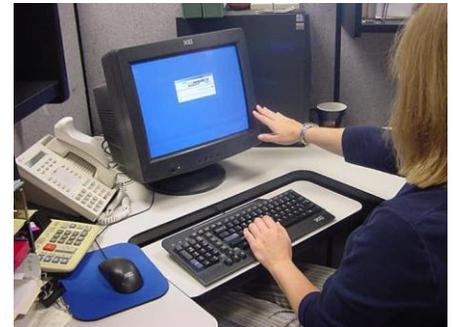
The mouse should be placed directly next to the keyboard and at the same height. If your keyboard tray is not wide enough to accommodate both your mouse and keyboard, then place your mouse as close as possible to the keyboard. The cord on your mouse should have enough slack to allow you to move about your screen properly without limitation.

Frequently used equipment should be placed within arm's reach. Tools used several times throughout a day should be able to be accessed without the need for extreme reaching or twisting. The more you use something, the closer you want it to you. Move items used infrequently away from your normal work area. Keep only those items used on a daily basis in your immediate work area. This will allow room for those items used frequently and will reduce clutter, allowing you to access your equipment easily.

Monitor Positioning

The monitor should be about an arms length away and typically should be placed directly in front of you. If you use a document holder and are spending half of your time looking at documents and half of your time looking at your monitor, then split your normal viewing area between the two. Placing the monitor and documents side by side will cause you to only deviate from the center slightly to see both instead of having to twist your neck excessively to when going from document to monitor.

The top of your monitor should be at your eye height. Our natural line of sight is 10-15 degrees below our eyes' horizontal. By lowering the monitor it allows the user to stay in the natural neck position (slightly looking down) when viewing the screen, this reduces the amount of tension in the eyes and neck regions.



The brightness of the screen can also affect how much strain is caused to the eyes. If your eyes are sensitive to light, then darkening your screen may prove to be beneficial. This can be done easily by using the adjustment buttons and knobs on your monitor. If you do not know where these buttons are ask your IT department or a knowledgeable person for assistance.

Do You Wear Bifocals?

Employees who wear bifocals many times have to look out of the bottom of their glasses to see the computer screen properly. The rolling of the head back causes stress to the neck and shoulders. To reduce the severity of stress to the back of the neck and shoulders the monitor should be lowered. An employee who does not have bifocals would want the top of the monitor to be level with their eyes. A bifocal wearer would want the monitor placement about 2 inches below the average persons ideal monitor height.

What about Glare and Brightness?

Glare on your monitor can make it hard to read and cause strain to your eyes. There are several ways to help reduce the amount of glare on your screen.

- Computer screen should be perpendicular to windows.
- Lighting in a computer workstation area should be half the luminance of a normal room.
- People should be positioned in the same direction of the overhead lights.
- Blinds can be used to block glare from windows.

Brightness can also affect the stress on your eyes. Some people prefer a darker screen while others like their screen very bright. The brightness and contrast can be adjusted on most monitors. Look for controls at the bottom of your monitor or find the users manual for assistance.