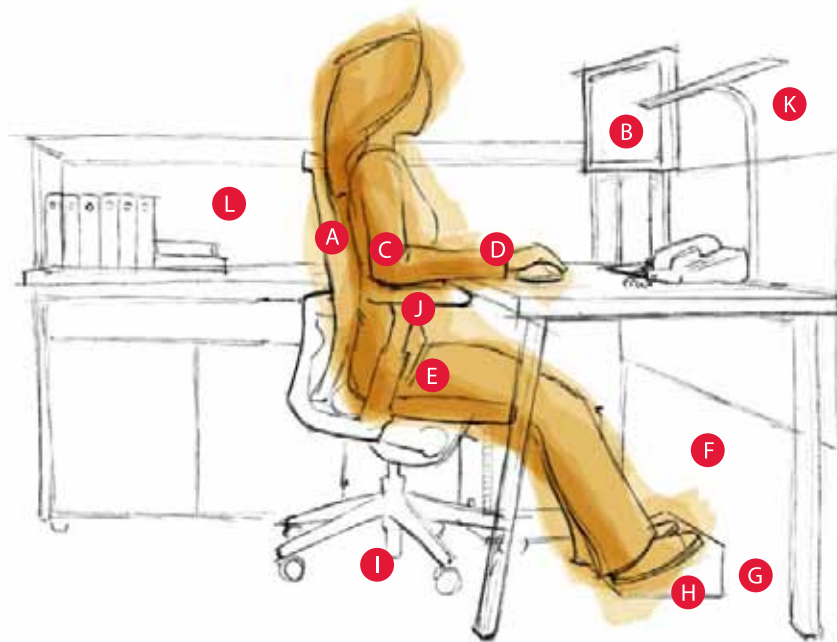


# Basic Ergonomic Workstation Layout

## How to Make Sure your Workstation Fits You

- A** Users should sit centered on their task / computer monitor.
- B** The monitor should be approximately an arm's length away from the front of the body and at a height allowing the user to work with the head in an upright (neutral) posture.
- C** Keep elbow angle between 70 and 120 degrees.
- D** Keep wrists straight while working.
- E** Torso to thigh angle should be at 90 degrees or greater.
- F** Clearance under work surface should allow room for user's legs without contacting work or support surfaces.
- G** There should be no obstructions at foot level.
- H** Feet should be flat on the floor or on a foot rest.
- I** Provide adjustable seating that allows user to assume different postures while seated.
- J** Armrests should not interfere with user getting close to the work surface.
- K** For work surface illumination provide task lighting.
- L** Items used less frequently should be placed in the secondary work zone, while those used more frequently in the primary work zone.



### HELPFUL TIPS:

- Workstation layout design should allow users to work in a variety of postures and get close to their work surface.
- Provide height adjustable work surfaces or Articulated Keyboard Pads (AKP) to better accommodate majority of users.
- Height of work surface, AKP or armrests should provide support for the forearm/elbow in a manner that avoids lifting the shoulders or requires user to lean to one side.
- Document holders should be placed within the same visual plane as the monitor.
- Keep elbows and arms close to the body; upper arms should hang down straight at user's side.
- Clearance under the work surface should allow for freedom of movement.