

Computer Work Space

- Work surfaces should be large enough to support keyboard, mouse, monitor, documents and other office equipment used with the computer.
- Keep items used frequently within easy reach without extensive body movement.
- To free-up a crowded work surface, use a keyboard tray to free-up space. The keyboard tray height should be adjusted to promote the neutral wrist position (straight wrist).
- Keep the area under the workstation free of obstructions.
- Area under workstation should be of sufficient depth, height and width for free leg movement.
- Place the computer screen in front of the keyboard to reduce juxtaposed positions of the upper body.
- Adjust lighting in the room to reduce glare on computer screens. Window blind should also be adjusted to reduce glare from sunlight.
- If you have a high volume of telephone usage, use a headset.
- Use a holder for documents to avoid frequent eye and head movement.
- Employees should be encouraged to periodically stretch and exercise upper body muscle groups.