A User Friendly Workstation

**Supported Upright Posture**
Elbows, hips and knees are at 90-110 degrees. Leaning back slightly into your chair’s back rest preserves the lumbar curve, opens the hip angle and promotes blood circulation.

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**Checklist for a User Friendly Workstation:**

- Top of screen at eye level; lower for those wearing bifocals or blended lenses.
- Screen distance: 18-36”.
- Document holder centered between monitor and keyboard or directly next to screen.
- Chair backrest provides firm lower back support.
- Chair back and seat easily adjustable for height and tilt by user.
- Keyboard is at or slightly below, seated elbow height. Forearms are parallel to floor (don’t lean on armrests when keying).
- Mouse is on the same level, directly next to keyboard.
- Wrists straight (neutral); keyboard parallel to floor or angled slightly down.
- Padded, movable wrist rest, same height as front of keyboard (Do not use wrist rest while keying).
- Keep commonly used items within near reach.
- Rotate job tasks to avoid constant keyboard work.
- Knees at or slightly below hip level.
- Ample legroom under work surface.
- Feet rest firmly on floor or foot rest.

*Adapted with permission from University Health Services, UC Berkeley 2010*
CCCSIG Resources for Computer Users

Workstation Ergo Evaluations (45 min. to 1 hour)
✓ Supervisors may request an ergo evaluation for their employees by contacting dschreiner@cccsig.org.

“Ergo Day” (requested by supervisor; min. 5/max. 15)
✓ Participating employees attend a 30-minute in-service on office ergonomics and encouraged to apply what they’ve learned to their workstations.
✓ After the in-service, CCCSIG health and safety specialists conduct individual, 10-minute check-ins to ensure each participating employee’s workstation is positioned correctly.

Large Group Training (min. 10; max. unlimited)
✓ 1-hour, in-person training titled, “Ergonomics & Self-Care Techniques in a Computer-Based World “.
✓ For more details, visit: http://www.cccsig.org/healthsafety/trainings.html#cpbm13
✓ To schedule, call 1 (866) 922-2744 ext. 270 or email dschreiner@cccsig.org.

On-Demand Video Training
✓ Video password: cccsig (all lowercase)

Medical Care for Work-Related Injuries
✓ Call Company Nurse Injury Hotline at 1 (888) 375-9779

Exercises to Do Throughout the Day

Sitting for long hours in one position—no matter how good your posture is—can be fatiguing and lead to discomfort.

Don’t Forget...

Vary your position throughout the day.

Take frequent, short stretch breaks to get up and move around.