WORKSTATION ARRANGEMENT

According to the Bureau of Labor Statistics and the National Safety Council, Musculoskeletal Disorders (MSD) accounted for over one-third of all workplace injuries in the United States in 2011. Everyone can do their part to decrease the trend.

Chair Best Practices:
- Five point base for stability.
- Adjustable back rest that supports the entire back including lumbar support.
- Adjustable seat pan allowing 2-3 fingers between front edge of seat and back of knee.
- Adjustable chair height that allows legs to be at 90 degrees, or hips slightly higher than the knees.
- Adjustable, padded armrests that allow shoulders to rest in a relaxed position and close to the body.
- Feet should rest flat on the ground, or a foot stool could be utilized.

Work Area Best Practices:
- Place frequently used materials in the primary “handshake” zone (keyboard, mouse, etc.).
- Materials occasionally used should be placed in the secondary zone (telephone, document holder, monitor, etc.).
- Materials used infrequently should be placed in drawers or overhead cabinets.
- If a phone is frequently used or awkward postures are observed while using a phone, use a headset.
- Utilize a document holder, at the same height as the computer screen, when looking at documents and the monitor.
- Keyboard should be thin and lay flat. While using the keyboard hover slightly above the keys and ensure wrists are straight. Remember to avoid resting wrists on a firm surface.
- The computer screen should be positioned to reduce glare from overhead lights or windows, while the top most viewed line should be approximately eye level.

Free Ergonomic Assessment Tool
http://www.doa.state.wi.us/ergonomics/