



General Rules for a Computer Workstation

- **For touch typists, keyboard should be at or just below elbow height. For a visual or hunt and peck typist the keyboard should be at or just above the elbow height.**
- **For writing and reading, work surface should be 1-3” above elbow height unless the keyboard is on the desktop.**
- **Monitor should be in-line with you and the keyboard and approximately 18-30 inches away.**
- **Documents and document holders are best if in-line and just below the monitor.**
- **Mouse should be close to keyboard and at the same height.**
- **Wrist rests are for when resting not keying, but if you rest on the desk when you type then a gel wrist rest is appropriate.**
- **To assess glare, turn the monitor off and see what you see.**
- **Most often, high back chairs are no better than the same chair in a mid-back height. Support should be given to approximately mid shoulder blade.**
- **A new chair is most often needed if: seat pan is too deep and employee can’t get hips all the way back, chair is too narrow for employee, lumbar support on chair doesn’t actually fit employee’s curvature.**