A User-Friendly Workstation

90°
105°

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Checklist for a User-Friendly Workstation

❶	✓ Top of screen at eye level; lower for bifocal wearers
	✓ Screen distance at arm's length (15-32)
❷	✓ Document holder adjustable to screen height
❸	✓ Chair backrest provides firm lower back support
	✓ Chair back and seat easily adjustable for height and tilt by user
❹	✓ Keyboard height promotes realxed arms with forearms parallel to floor
❺	✓ Wrists straight (neutral)
	✓ Padded, movable wrist rest, same height as keyboard home row, if needed
❻	✓ Thighs parallel to floor
	✓ Ample legroom under work surface
❼	✓ Feet rest firmly on floor or footrest

EQUIPMENT CHECKLIST
For A User-Friendly Workstation

BUYING TIPS
- ✓ Try equipment out before purchasing whenever possible.
- ✓ Ask for equipment that meets American National Standards Institute (ANSI) standards. These are ergonomic standards applicable to computer terminals, associated furniture, and the work environment.

COMPUTER TERMINAL
- ✓ Detachable keyboard
- ✓ Easy to use brightness and control knobs
- ✓ Tiltable screen
- ✓ Character size at least 3/16"
- ✓ No perceptible screen flicker
- ✓ Reduced electromagnetic fields (EMF) emissions

CHAIR
- ✓ Seat and back easily adjustable for height and tilt from seated position without use of tools
- ✓ Back provides firm lower and mid-back support
- ✓ Seat upholstered and padded, curves down at front edge
- ✓ 5 casters for stability
- ✓ Adjustable arm rests, if needed to prevent shoulder fatigue

TABLE
- ✓ Bi-level to allow independent adjustment of screen and keyboard
- ✓ Adjustable easily from seated position without use of tools
- ✓ Adequate table top space for required tasks
- ✓ Adequate leg room

ACCESSORIES (AS NEEDED)
- ✓ Document holder adjustable to screen height
- ✓ Wrist rest that is padded, movable, same height as front of keyboard
- ✓ Foot rest for users whose feet don't rest flat on the floor
- ✓ Task lighting
- ✓ Adjustable keyboard tray, if table is too high
- ✓ Lumbar support cushion, if chair doesn't support lower back
- ✓ Glare screen with grounding wire
- ✓ Telephone headset

HEALTHF TIPS

REDUCE GLARE TO AVIOD EYESTRAIN

- ■ Avoid light shining directly into your eyes or onto your screen
- ■ Hold a mirror in front of your screen to identify sources of glare
- ■ Use task lighting if necessary
- ■ Position screen at right angle to window
- ■ Use window curtains or blinds if necessary

TAKE A STRETCH/EXERCISE BREAK!

- ■ Take a 15-minute break from the computer at least every two hours to get up and move around.
- ■ Rotate job tasks when possible to avoid constant keyboard work.
- ■ Take a mini-break as needed to stretch your body or rest your eyes. Frequent short breaks are desirable if your work situation allows.
- ■ Blink often to keep your eyes moist.
- ■ Refocus your eyes by looking away from your screen and focusing on a distant object at least 20 feet away every 10 minutes or so.
- ■ Release tension in the neck by looking back over the shoulder while sitting up straight. Hold for 10 seconds, then slowly turn head and look back over other shoulder and hold.
- ■ Relax shoulders by rotating them backwards several times and then forwards.
- ■ Spread your fingers as far apart as you can. Hold for 5 seconds. Then make a fist. Repeat several times.
- ■ Keep moving throughout the day by taking mini-breaks for your favorite stretches.

CAMPUS RESOURCES FOR COMPUTER USERS

- ■ Free workshops on computer health issues and workstation design, call Ergonomics@Work at 642-8410.
- ■ Workstation Equipment/Accessories, call Campus Furniture toll-free at 1-877-722-9090.
- ■ Eye Exams for computer users, call the Computer Eye Clinic at 642-2020.
- ■ Medical Care for work-related medical problems related to computer use, call the Occupational Health Clinic for an appointment at 642-6891.
- ■ Computer Equipment, call The Scholar's Workstation at 642-8424.
- ■ Free computer training, visit the Cal PACT website at http://calpact.berkeley.edu/.