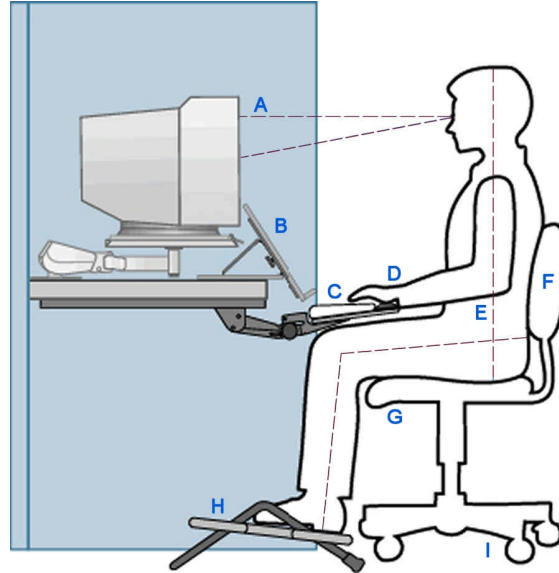


The Comfortable Workstation



The Physical Therapist's Guide to Arranging Your Computer Workstation

by Nancy M. Lowe, MPT, CHT, CEAS

- A. Locate **monitor** directly in front of you and at a level that allows you to keep your neck in a neutral position while viewing.
- B. Use a **document holder** as needed to support papers close to the monitor for easy viewing.
- C. Place your **keyboard** near elbow level with your **mouse** adjacent to the keyboard and accessible without reaching.
- D. Avoid angling your **wrists** up, down, or sideways. You can use a **wrist rest** as a guide for positioning, or for resting your arms in alternate positions when not keying or mousing.
- E. Rest your **elbows** close to your body with your **shoulders** relaxed. If you use **armrests**, relax your shoulders and position the armrests just below your elbows.
- F. Use your chair's **back rest** with a cushion, if needed, to support the curve of your spine.
- G. Adjust the height of your **seat** to allow your feet to rest securely on the floor or footrest while your thighs are supported on the seat.
- H. Use a footrest if your **feet** don't reach easily to the floor.
- I. Make sure your chair's **casters** are in good working order and appropriate for the floor surface (carpet, chair mat or hard floor).

If you need assistance or are having pain, don't wait to ask for help.

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