A USER FRIENDLY WORKSTATION

1

5 **2**

3 **4**

6

105° – 120°

7
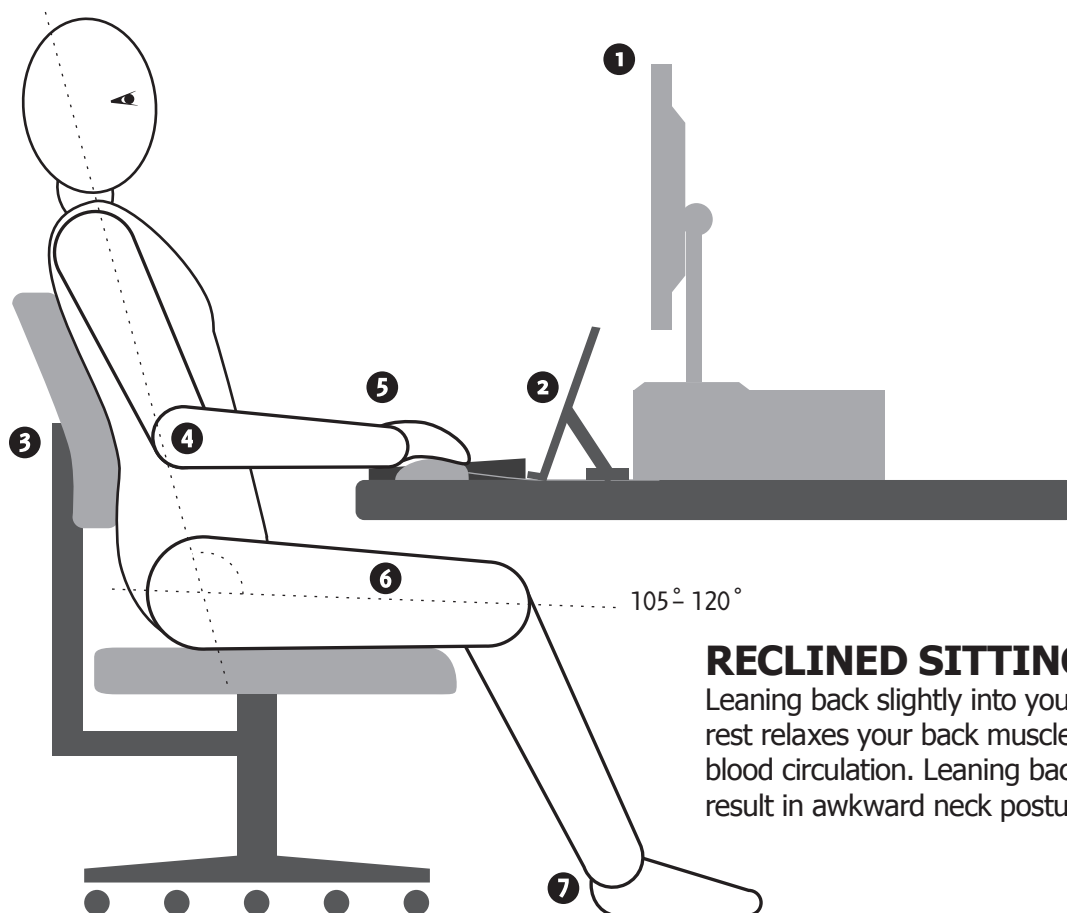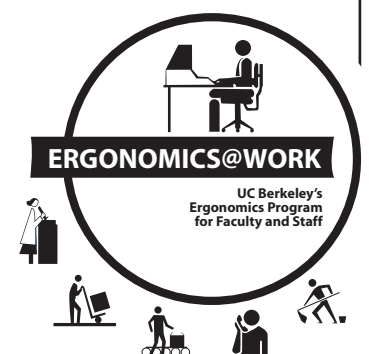
RECLINED SITTING

Leaning back slightly into your chair's back rest relaxes your back muscles and promotes blood circulation. Leaning back too far can result in awkward neck postures.

✔ CHECKLIST FOR A USER FRIENDLY WORKSTATION:

1 ✔ Top of screen at eye level; lower for bifocal wearers
✔ Screen distance at arm's length (18 – 36")

2 ✔ Document holder centered between monitor and keyboard or next to screen

3 ✔ Chair backrest provides firm lower back support
✔ Chair back and seat easily adjustable for height and tilt by user

4 ✔ Keyboard height promotes relaxed arms with forearms parallel to floor
✔ Mouse / pointing device next to keyboard

5 ✔ Wrists straight (neutral)
✔ Padded, movable wrist rest, same height as front of keyboard (Do not use wrist rest while keying)

6 ✔ Knees at or below hip level
✔ Ample legroom under work surface

7 ✔ Feet rest firmly on floor or foot rest

ERGONOMICS@WORK

UC Berkeley's Ergonomics Program for Faculty and Staff

# ALTERNATIVE POSTURES AT A USER-FRIENDLY WORKSTATION

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

- Vary your position throughout the day.
  Try out some of the postures below to find out which are comfortable to you.

- Rotate your job tasks to avoid constant keyboard work.

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

90˚ – 105˚

90+˚
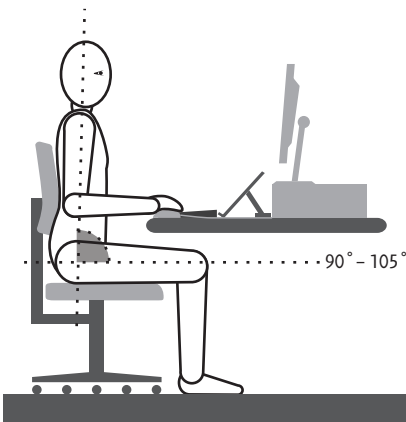
UPRIGHT
Sitting upright with your elbows, hips, and knees bent at right angles can fatigue your back muscles over time and lead to slouching.
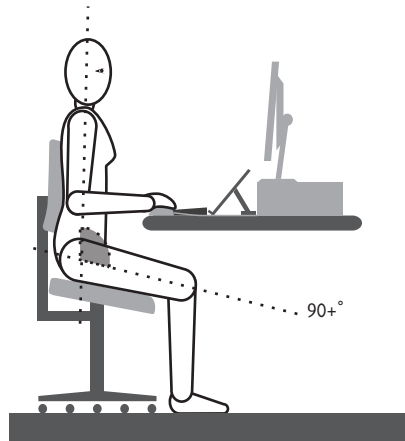
DECLINED
Raising your chair's seat and tilting the front of it downward slightly will open your hip angle. This will also be easier on your back, but may not be comfortable if you have knee or foot problems.
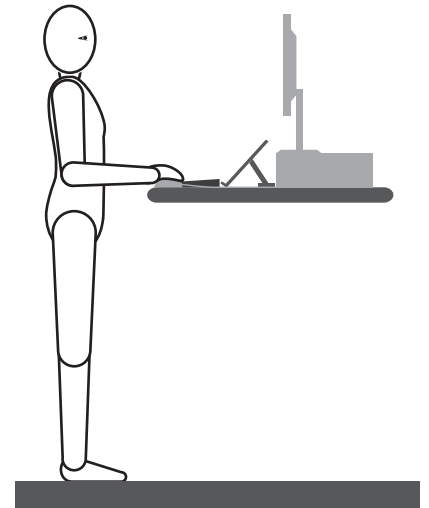
STANDING
Prolonged standing can also be fatiguing. Prop one foot up on a low footrest occasionally to shift your weight. Alternate positions include using a counter height chair or height adjustable sit/stand workstation.

CAMPUS RESOURCES FOR COMPUTER USERS

- **Alternative keyboards and pointing devices:**
  - Workshop enrollment: UCB learning center at *http://blu.berkeley.edu*
  - *Departments purchase online at http://www.cdwg.com/berkeley*

- **Computer Health Matters ergonomics awareness training:**
  - Online training: UCB Learning Center at *http://blu.berkeley.edu*
  - In person workshop enrollment: UCB Learning Center at *http://blu.berkeley.edu*
  - Call 642-5549 to schedule training in your department

- **Keyboard shortcuts, and links to online typing tutorials at**
  http://calpact.berkeley.edu/resources/

- **Ergonomics website:** *http://uhs.berkeley.edu/ergonomics*

- **Medical care for work-related health problems,**
  Call the Occupational Health Clinic at 642-6891

- **Stretch break reminder software** downloadable at *http://blu.berkeley.edu*
  under the "People" tab, "Job Tools" section

- **Vision exams:** Call University Eye Center at 642-2020 or 643-2020

- **Workstation Evaluations:** Contact your Department Computer Workstation Evaluator. Ask your supervisor, Department Safety Coordinator or call 643-2540 to find out the name of your department evaluator.

- **Workstation furniture showroom:** Call 1-877-722-9090 for an appointment