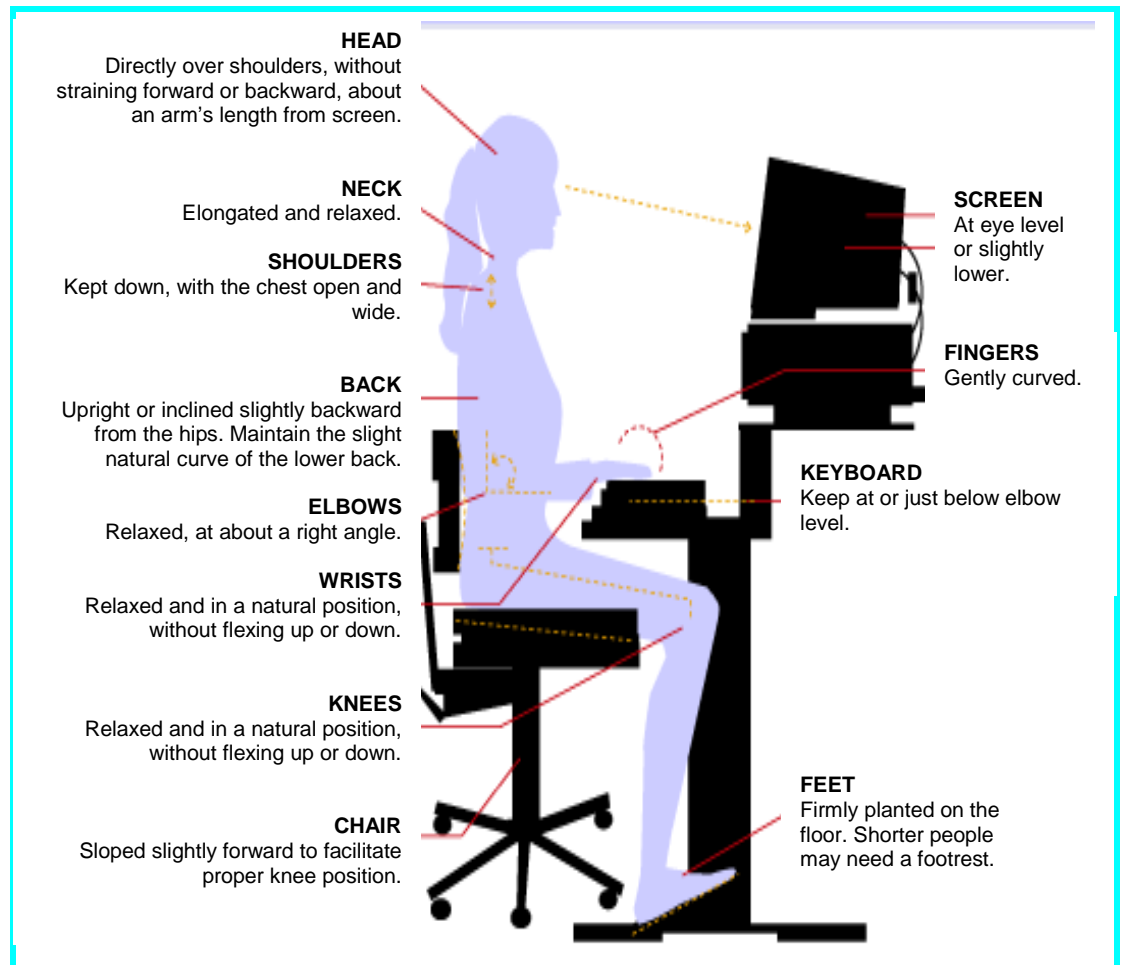


COMPUTER WORKSTATION SET- UP GUIDELINES

These guidelines will help you set up your computer workstation so you are comfortable when you work. Review the posture of the figure in the diagram below, which illustrates someone working at an ergonomically correct workstation and compare it to your workstation.

- Notice that the monitor is straight in front of the person (18"-28") and can be angled slightly downward.

- Position the top of the screen so it is at or below eyelevel (5°-20°).
- Adjust chair to support body in an upright position with the forearms and wrists in a straight line (not bent).
- Position keyboard at or just below elbow level.
- Adjust backrest to fit the lumbar region of your spine.
- Keep elbows close to the body.
- Keep knees in a relaxed position without flexing up or down.



- Allow adequate leg clearance and maintain work surface at elbow height.
- Keep thighs parallel to the floor and the chair seat should not extend out to the knees.
- Rest your feet firmly on the ground or on a footrest.

If you have questions about your workstation set up or any other safety questions, contact your Bureau Safety Coordinator. To find out who your Safety Coordinator is, go to the following website: http://hr.commerce.gov/Employees/WorkLifeIssues/DEV01_006462.