



The Physical and Occupational Education Project

Computer Ergonomics

1. Head
 - a. Head: level, "ear over shoulder over waist; think tall"
 - b. Eyes: 20-30" to middle of screen (Look at top third of monitor, unless you wear bifocals and look out of the bottom of your glasses. Then monitor should be lower.)
2. Upper Body
 - a. Shoulders: relaxed, upper arms loose
 - b. Elbows: close to body, positioned at 90-120 degrees; NOT leaning on chair arm
3. Lower Body
 - a. Lumbar spine protected with support if sitting for long time
 - b. Hips balanced, support on padded cushion
4. Legs
 - a. Thighs: supported, generally parallel to the floor
 - b. Knees: positioned at 90-100 degrees
5. Feet
 - a. Flat on the floor or footrest
 - b. Slightly in front of the knees
6. Hands, wrist and forearms
 - a. Straight in line and roughly parallel to the floor
 - b. Should be typing "downstream" not "upstream"
 - c. Wrist supported by wrist rest at keyboard and mouse
7. Keyboard and Mouse position
 - a. Keyboard directly in front of you and mouse close to keyboard; avoid reaching for either
 - b. Use document holder if necessary
 - c. Take breaks every 20 minutes if possible; take frequent mini-breaks (seconds of getting out of one position)

