

Computer Ergonomic Safety Tips

Keep it in Neutral

- Your joints should be used in their mid-range of motion, or neutral
- Upper arms should hang naturally at your side
- Make sure your elbows are at about 90 degrees
- Your forearms should be about parallel to the floor
- Wrists should be straight, not bent up or down
- The mouse should be right next to the keyboard, on the same level
- Make sure to sit upright in your chair, in contact with the backrest
- Your thighs and torso should form about a 90 degree angle with your feet flat on the floor
- Adjust the lumbar support on your chair, if possible
- Person-keyboard-monitor should be in line
- The top of the screen should be at or slightly below eye level
- Documents should be placed close to the monitor
- Don't cradle the phone between your head and shoulder
- Avoid excessive reaching



Avoid Compression on Surfaces

- Don't rest your wrists on the desk surface or edge, or anything hard
- Avoid planting the point of your elbow on the armrest
- Avoid resting your forearms on the desk edge
- The chair shouldn't compress in back of your knees
- Cushioning wrist rests for the keyboard and mouse are usually a good idea

Take Ergonomic "Microbreaks"

- Don't work longer than ½ hour without a microbreak
- Take a minute to stretch and/or stand up