Set Up for Success

Designing Safe Shared Workstations

Montana State Fund

Shared or “hotel” computer workstations have become a common necessity in our modern workplaces. But the key component in setting up a safe workstation is adjustability. That means you need adjustable chairs, monitors, keyboards, mouse, desk, footrest and lighting.

Adjustable Monitor

- Ideal height allows line of vision to be top of monitor screen & positioned arm’s length away.
- A monitor arm can be used to allow the greatest adjustability.
- Monitor should be directly in front of you to avoid twisting neck unnecessarily.
- Use a document holder to avoid bending/twisting neck if you’re referencing or inputting a document.

Keyboard and Mouse

- Ideal height allows your wrists and forearms to be parallel to the floor while achieving a 90-degree bend in elbows.
- It’s important to maintain a neutral position of wrists and forearms while typing.
- Keep mouse close to keyboard and at the same level.
- Avoid pressing wrists into hard surfaces while utilizing keyboard and mouse.



Adjustable Chair

- The Ideal seat height allows your thighs, forearms, wrists, and hands to be in a straight-line while being parallel to the floor.
- Keep your feet flat and knees bent at 90-degrees.
- Remember to sit back in your chair. This allows full use of backrest and lumbar support.
- Keep elbows close to body while typing, and adjust armrests to help support elbows and forearms.

Height Adjustable Desk

A height adjustable desk/table is the most effective solution to simultaneously achieve the above three ergonomic body angles.

Task Lighting

- Place task lighting angled slightly behind the computer screen to avoid glare and prevent insufficient lighting and eye strain.
- Tilt monitor to reduce glare.

Footrest

- Footrests are especially helpful with fixed desk set-ups, and allow shorter employees to raise their chair and have the ideal typing keyboard height with a 90-degree bend of the knees.

Microbreaks

Every 60-90 minutes, stand up and stretch, refill your beverage, or catch up with a colleague.

Remember to adjust, adjust, and adjust your equipment before starting work!

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