# Tips for a Comfortable Workstation

**Avoiding Shoulder and Arm Strain**

Research suggests that input devices are most comfortable to use and place less demand on the worker when they are positioned to minimize shoulder abduction and flexion.  This is achieved when the devices are located approximately within the shoulder span of the user and within forearm reach.

- Maintain the location of input devices (keyboard, mouse, etc.) to minimize reaching and stretching, and allow your shoulders to rest comfortably at your side.  Upper arms and elbows should be as close to the body and as relaxed as possible.  Forearms should be parallel to the floor, and wrists should be flat and straight.

**Avoiding Computer Eyestrain**

Staring at a computer screen, and too much glare from overhead lights, can strain your eyes.

- Position your computer monitor 18 to 28 inches away from your eyes, or about as far away as the length of your outstretched arm.  When seated, the monitor should be at eye level or lower. Take five minute eye breaks every 30 minutes to give your eyes a rest.

**Avoiding Back Strain**

Inadequate postures may result from deficient lumbar support (insufficient backrest size, material, positioning, or use).  Working with a poor posture may lead to back pain and fatigue; for example, a chair without a suitable or adjustable backrest will not provide adequate lumbar support or help maintain the natural curvature of the spine.

- Adjust your chair daily to ensure the backrest is comfortably positioned as well as providing support to the natural curve of your back.  Feet should rest firmly on the floor or are supported by a footrest.

**Take Breaks!**

High repetition tasks or jobs that require long periods of static posture may require several, short rest breaks (micro breaks or rest pauses).

- Take breaks and stand, stretch, and move around, or just alter the tasks – interject alternate job duties into the repetitious ones.  This provides rest and allows the muscles time to recover.