



MISSISSIPPI MUNICIPAL SERVICE COMPANY  
MISSISSIPPI MUNICIPAL WORKERS' COMPENSATION GROUP  
MISSISSIPPI MUNICIPAL LIABILITY PLAN

# COMPUTER WORKSTATION ERGONOMICS

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*While accuracy is not guaranteed, this publication was prepared solely for the exclusive use of Mississippi Municipal Service Company customers. It is designed solely to assist our clients in maintaining their own risk management and loss prevention activities, and is not intended to replace their own efforts in providing a safe environment for employees, the public, and/or the preservation of property.*



# COMPUTER WORKSTATION ERGONOMICS

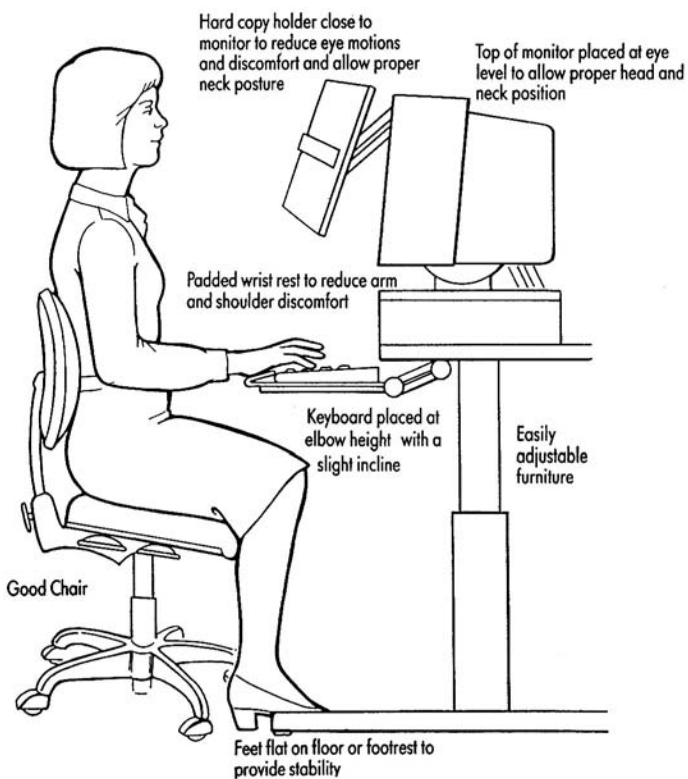
The following items note suggested heights and distances for employees performing 50% or more data entry or employees noting symptoms of stress from excessive and static movements. Employees should keep workstations positioned to maintain a proper neutral posture, which should help minimize twisting and turning, decrease excessive joint and muscle movements, and lessen the chance of injury.

## CHAIR

**Seat Height** Adjustable pneumatic seat height (16"-20"). Maintain upper legs parallel to the floor or slightly tilted forward (seat tilt feature). Hips & knees having 90 degrees or more angle. Feet flat on the floor. Clearance behind knees.

**Seat Pan** Waterfall front edge of seat. Padded at least 2" thick.

**Backrest** Lower back support 12"x12" or larger with 4"-8" vertical adjustment.



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**Armrests** Removed or adjustable below elbow height and padded. Keep elbows close to the body.

**Base** Five-leg castered support.

**Footrests** Not needed with proper chair height. If used, a minimum of 2" in height.

## KEYBOARD

**Keyboard Tray** Sturdy construction and adjustable height (23"-28"). Position forearms, wrists, & hands in a straight line parallel to the floor.

**Positioning** "G" & "H" keys at center of body.

**Keyboard Flat** Keyboard and tray parallel with floor. Do not use props.

**Wrist Rests** Supplied with smooth padded surface and rounded edges.

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## MOUSE/TRACKBALL (INPUT DEVICES)

<b>Mouse Placement</b>	Input devices next to keyboard, if possible. Dominant-hand side.
<b>Wrist rests</b>	Mouse pad with wrist rest. Smooth padded surface and rounded edges.

## COMPUTER MONITOR

<b>Monitor Height</b>	Top of monitor screen at or below eye level. Slightly lower for bifocal wearers. (Computer frame located on shelf or floor may give more room on working surface.)
<b>Monitor Placement</b>	Located between the "G" and "H" of keyboard, about an arm's length away (15"-30").

## DOCUMENT HOLDER

<b>Document Placement</b>	Document holder close to computer screen and at the same height & distance, if possible. Angled document holders can be placed next to or in front of monitor.
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## WORKING SURFACES

<b>Adjustable</b>	All workstation surfaces should be adjustable, when applicable.
<b>Size</b>	The workstation surface should be at least 30" wide and 30" deep (preferably 48" X 48" or larger).
<b>Writing Surfaces</b>	(Non-keyboard) Height from the floor - 27.5" - 31" (adjustable height) or 29.5" (fixed height).
<b>Reach Distance</b>	Equipment positioned in a circular arrangement within the normal extended reach distance $\leq 22.5"$ .

## LIGHTING

<b>Indirect Lighting</b>	Minimize direct lighting & reduce glare. Angle or face monitor away from windows or bright light source. Monitor screen usually perpendicular to floor (straight up and down).
<b>Ambient Illumination</b>	Dimmer overhead lighting reduces eyestrain. Monitor should be brighter than overhead lighting. Effectively use window shades.
<b>Additional Lighting</b>	If needed, task lighting for documents.

## Work Periods

<b>Work Duration</b>	Avoid long periods of repetitive or static (motionless) activity. Give muscles & joints a chance to rest & recover or lubricate. Alternate between different work activities.
<b>Work Breaks</b>	Furnished breaks from work periods between 45 minutes to 1 hour. Mini-breaks should consist of non-keyboard tasks or rest of 2-5 minutes. (Even breaks as short as 30 seconds are helpful.)