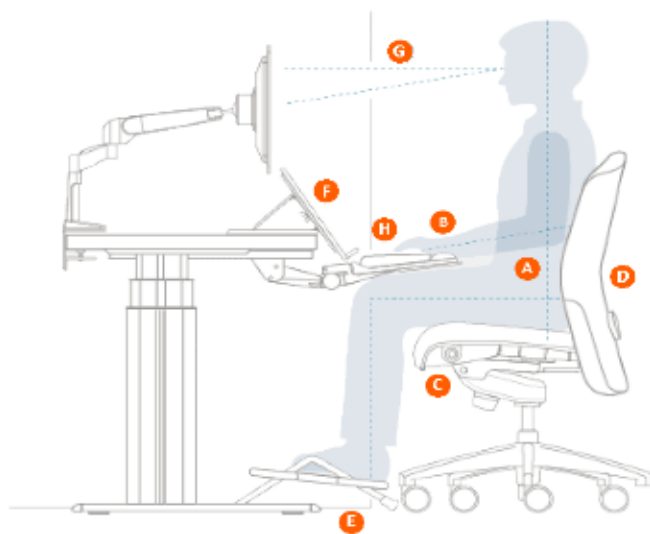


Computer Workstation Checklist

- Ears, shoulders, and hips are aligned to maintain the spine's natural curvature. **A**
- Shoulders should remain relaxed with your elbows close to your body.
- Armrests, if used, should be adjustable and support the forearms parallel to the floor with your wrists straight. **B**
- Chair height adjusted so your thighs are parallel to the floor with your knees even or slightly lower than your hips, creating a 90° to 110° angle. **C**
- At least one to two inches between the back of the knees and the seat of the chair.
- Top of screen at or slightly below eye level.
- Screen about arm's length (at least 18 inches) from eyes. **G**
- Copy stands placed at same distance as computer screen and viewable without moving your head. **F**
- Use a wrist rest, if necessary, to support your wrists and keep them straight (don't rest your wrists while typing). **H**
- Place mouse adjacent to the keyboard and consider a gel wrist support with the mouse pad.
- Position objects used frequently within arm's reach.



- Lower back fully supported (use a backrest, thin pillow, or towel if necessary). **D**
- Feet resting comfortably on the floor or on footrest **E**