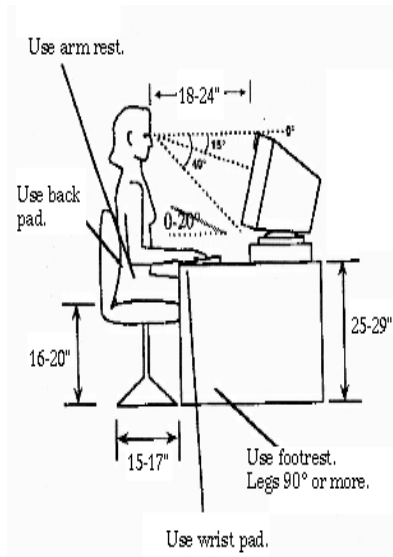


Tulane University, Office of Environmental Health & Safety
RECOMMENDATIONS FOR BASIC VDT WORKSTATIONS



Chair:

- Chair must be fully adjustable from a seated position. The lumbar or lower back area should be properly supported, the support should fit the curve of the lower back. The chair should have armrest support; a foot rest is suggested for some employees a foot rest may be necessary. Employees should be instructed on operating their chair's controls.

Monitors:

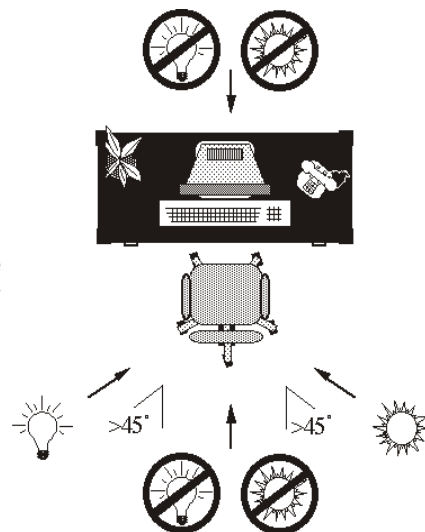
- The monitor should be raised so that the top of the viewing screen is at or below eye level, and approximately 18 to 24 inches from worker's face, with a 10 to 20 degree tilt back, unless the angle causes additional glare.
- An anti-glare filter over the viewing screen should aid in reducing serious glare problems caused by direct or indirect light sources.
- A document holder should be placed at the same distance and height as the monitor.

Keyboard and Mouse:

- The keyboard should be aligned with the monitor.
- During use, arms should be at an angle of 80 to 100 degrees, with the upper arm almost vertical.
- The keyboard should be approximately at elbow height, no higher than 2 ½ inches above the work surface.
- An ergonomic mouse should be placed to the right or the left and at the same height as the keyboard.

Lighting:

- If computer work is the employee's primary task, consider lowering general room lighting level and use a properly placed task lighting.
- Position the work area so that light sources, such as windows, are perpendicular to the monitor rather than directly behind or facing the monitor. If necessary, use shades or blinds to reduce intensity of direct sunlight.



Telephone:

- As a rule, to minimize neck strain, employees whose jobs require heavy phone usage should be supplied and encouraged to use headsets; all other employees whose jobs require phone use should be issued shoulder rests. Note that headsets should be selected by the employee, who will be using them. Employees should then be instructed on how to properly operate and adjust the headsets they have selected.

Calculator:

- Heavy users of calculators should lower the calculator to the same level as the keyboard.
- Use a positive or negative slope wrist rest pad. Suggest employee try each to see which is more suitable for his/her needs. The pad will also soften the impact from finger strokes.

ACCESSORIES THAT MAY ENHANCE THE WORK ENVIRONMENT

- Foot rest pads, keyboard and mouse rest pads, phone shoulder/neck pads, etc.
- Anti-glare or security/anti-glare filters for monitors.
- Document holders to the left or right of monitor and at equal height of monitor.
- Electric staplers, collators, etc., depending on the task and frequency of the task.
- Ergonomically designed hand tools, such as pens, pencils, letter openers, etc.
- Height adjustable desk/tables and chairs are particularly helpful at multi-user workstations.

Contact (OEHS) for more information at (504) 588-5486,
visit our web at

www.som.tulane.edu/oehs

In depth information on ergonomic computer workstation set up can be found at the following websites: the **Occupational Safety and Health Administration** (OSHA) website at www.osha.gov/SLTC/computerworkstations_index.html, the ***Centers for Disease Control** website at www.cdc.gov/od/ohs/Ergonomics/compergo.htm, and the website for **Cornell University** at www.ergo.human.cornell.edu/culaptoptips.html. The lighting graphic on this page showing the complete workstation set up was provided by the University Information Technology Services at **Indiana University**, www.indiana.edu.