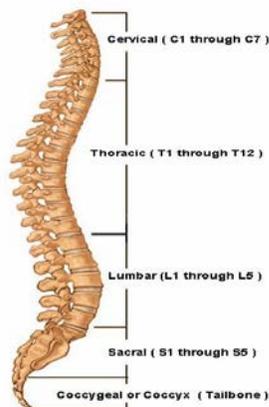




“Office Workstation Adjustment Sequence”

Perform the following adjustments as listed:

- **Chair Adjustment** (see Chair Adjustment handout)
- **Keyboard/Pointing Device --Wrist/Hands Adjustment**
 - Keyboard height so that elbows are at 90 degrees or slightly more open and the wrists are straight. Pointing device next to keyboard on the same surface.
- **Monitor Location and Adjustments**
 - Horizontal Distance: Usually 24” to 30”. Set so that you can sit back and read the characters comfortably without an excessive forward head position.
 - Height: Looking straight ahead you can see over the top of the monitor or the first row of icons.
 - Screen Adjustment (Brightness, Contrast & Focus): To levels of comfort.
- **Document Location:**
 - Copy holder between the monitor and keyboard (preferred choice).
 - Copy holder to the right or left of monitor. Copy holder should be at the same height and distance as the monitor.
- **Primary Reference Area: Materials/Equipment:**
 - Locate documents, telephone, writing materials, etc. within easy sitting reach.
- **Secondary Reference Area: Materials/Supplies/Equipment:**
 - Locate items infrequently used (reference manuals, binders, etc.) in overhead storage or areas where you have to stand to access them.



APHIS ERGONOMICS **Work Healthy**

