

Comfort Tips

Head and Neck

- Top of Screen – At Eye Level
- Documents – Next to Screen
- Primary Task – In Front Of You
- Under Work Surface – Remove “Stuff”

Back and Legs

- Sitting Position – Sit Back In Your Chair
- Chair Height – 90° Angle at Hip and Knee
- Screen Height – Readjust
- Lumbar Support – Consider Using
- Lumbar Support Position – At Belt Level

Legs and Shoulder

- Feet – Supported
- Foot Support – Use
- Elbows – Close to Side

Hands and Fingers

- Chair/Keyboard – Adjust
- Your Lower Arm Position – Parallel to Floor
- Wrist Rest Supports – Soft Edges
- Screen Height – Readjust
- Key Stroke – Light Touch
- Muscles – Rest...Stretch...Relax

The Eyes

- Eliminate High Contrast Situations
- Eliminate Glare
- Change Focal Distance
- Practice Good Eye Care

WORKSTATION DESIGN is important to your health and wellbeing. Please take a moment to review your workstation set-up, and make any changes to improve your comfort. Also, **RECHECK OCCASIONALLY – THINGS CHANGE.**

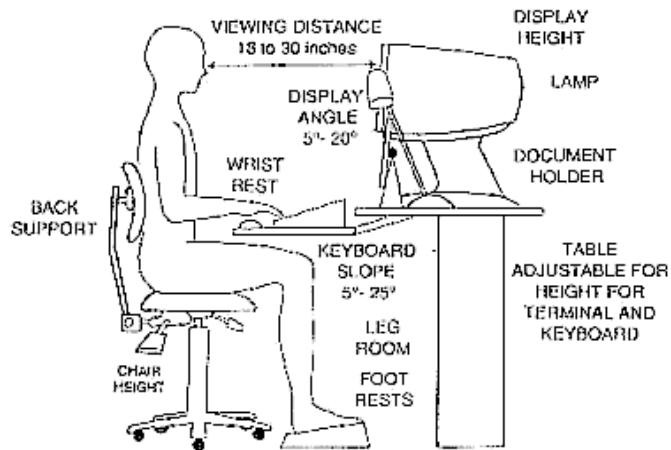


Diagram from "Ergonomics and VDT Use," flyer prepared by the Library of Congress Collections Services VDT Ergonomics Committee, 1991-92.

VDT Comfort Checklist

Check	Goal/Action
Chair Height	Knees slightly below hips ➤ Adjust chair height
Arm Position	Lower arm parallel to floor ➤ Adjust chair height ➤ Adjust keyboard height
Posture	Distribute Weight ➤ Sit back in chair Maintain lumbar curve ➤ Use lumbar support ➤ Adjust support to belt height
Feet	Entire sole on floor or footrest ➤ Use footrest ➤ Clearance for legs ➤ Remove “stuff” under workstation
Screen Height	Top of screen at or slightly below eye level ➤ Adjust screen height ➤ Reposition VDT if too high or too low
Screen Position	Primary task directly in front ➤ Position work correctly
Documents	Documents same height as screen ➤ Use document holder even with screen ➤ Position correctly