

Keyboard/Mouse Height: The height of the keyboard and mouse should allow the user to sit with shoulders relaxed, elbows bent, and forearms, wrists, and hands approximately parallel to the floor. The keyboard angle should be adjusted to promote a neutral/flat position of the wrists. This may be achieved in a number or combination of ways, such as:

- Height adjustable table
- A lower or higher table that promotes a straight wrist while keying

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Firm posture support: Chairs should firmly support a comfortable posture, providing support to the lower back region and avoiding pressure on the back of the thighs. Retrofitting may include a number or combination of options such as:

- Chair adjustable for height and tilt of seatpan and backrest. Computer users should be able to adjust chairs from a seated position without use of tools.
- Armrests, if provided, should be height adjustable or removable to avoid interfering with natural movement of the arms
- Footrest if user's feet do not rest firmly and comfortably on the floor

Wrist support: Wrist rests may be helpful in promoting a neutral/flat position of the wrists. They should be used only when resting, not while typing. Retrofitting options include:

- Padded, movable wrist rest, same height as front lip of keyboard

Accessories: Workstation accessories can prevent awkward neck postures. Accessories that should be provided, if needed, include:

- Document holders adjustable to screen height or that fit between the monitor and keyboard for users who type from hard copy documents
- Lightweight telephone headsets for users assigned to continuous telephone work in conjunction with computer use

Lighting: Overhead lights, windows, or other light sources may contribute to visual discomfort. It is generally recommended that room lighting for use of computers with dark background screens be lowered to about half of normal office lighting.

External sources of light (windows, overhead lights, etc.) should not be in the visual field of the user, nor should their reflections be visible on the screen.

Temporarily shield peripheral light sources from view with a file folder. If this provides relief, try to eliminate the bright source in one of the following ways:

- Use blinds or curtains over windows when necessary
- Position monitor screen at right angle to window
- Turn off some overhead lights; use task lighting, if needed
- Remove every other fluorescent bulb, if necessary
- Position monitors to avoid direct light in user's eyes

Screen reflections: Reflections on the screen reduce text visibility by decreasing screen contrast. Turn off the computer and look for bright reflections on the screen. Eliminate these reflections in one of the following ways:

- Position monitor to avoid direct light on user's screen
- Use blinds or curtains over windows when necessary
- Position screen between banks of overhead lights
- Position monitor screen at right angle to window
- Use glare screen (glass preferred)

