

Equipment Checklist

Buying tips:

When possible, test all equipment before making a purchase.

Ask for equipment that meets American National Standards Institute (ANSI) standards.

Computer terminals should include the following:

A detachable keyboard;

Easy to use brightness and control knobs;

Tilting screen;

Character size of at least 3/16”;

No perceptible screen flicker; and

Reduced electromagnetic fields (EMF) emissions.

Chairs should have the following:

Seat and back easily adjustable for height and tilt from seated position without use of tools;

Back provides firm lower and mid-back support;

Seat upholstered and padded, curves down at front edge;

Five casters, for stability; and

Adjustable armrests to prevent shoulder fatigue.

Tables should meet the following standards:

Bi-level to allow independent adjustment of screen and keyboard;

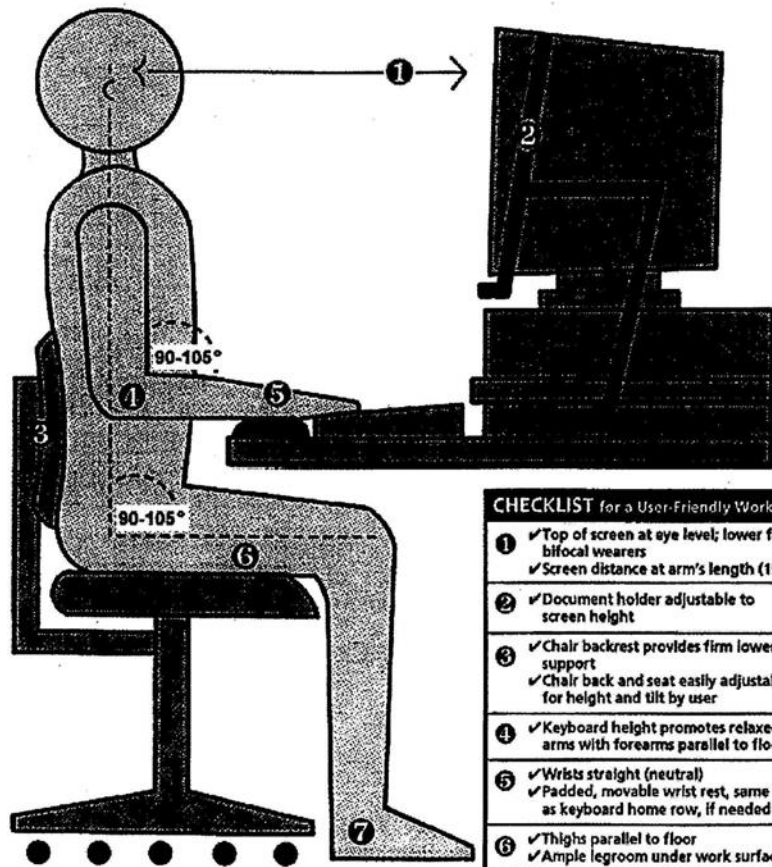
Adjusts easily from a seated position without use of tools;

Adequate table top space for required tasks; and

Adequate leg room.

**Potential accessories
(as needed):**

- Document holder adjustable to screen height;
- Wrist rest that is padded, movable, and same height as keyboard home row;
- Foot rest for users whose feet don't rest flat on the floor;
- Task lighting;
- Adjustable keyboard tray, if table is too high;
- Lumbar support cushion, if chair doesn't support lower back;
- Glare screen with grounding wire; and
- Telephone headset.



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CHECKLIST for a User-Friendly Workstation	
1	<ul style="list-style-type: none"> ✓ Top of screen at eye level; lower for bifocal wearers ✓ Screen distance at arm's length (15-32")
2	<ul style="list-style-type: none"> ✓ Document holder adjustable to screen height
3	<ul style="list-style-type: none"> ✓ Chair backrest provides firm lower back support ✓ Chair back and seat easily adjustable for height and tilt by user
4	<ul style="list-style-type: none"> ✓ Keyboard height promotes relaxed arms with forearms parallel to floor
5	<ul style="list-style-type: none"> ✓ Wrists straight (neutral) ✓ Padded, movable wrist rest, same height as keyboard home row, if needed
6	<ul style="list-style-type: none"> ✓ Thighs parallel to floor ✓ Ample legroom under work surface
7	<ul style="list-style-type: none"> ✓ Feet rest firmly on floor or foot rest

Health Tips

Reduce glare to avoid eyestrain:

- Avoid light shining directly into your eyes or onto your screen;
- Hold a mirror in front of your screen to identify sources of glare;
- Avoid placing your computer directly under a bank of lights;
- Lower lighting level to about half of normal office lighting;
- Use task lighting if necessary;
- Position screen at right angle to window; and
- Use window curtains or blinds if necessary.

Take a stretch/exercise break:

- Take a 15-minute break from the computer at least every two hours to get up and move around;
- Rotate job tasks when possible to avoid constant keyboard work;
- Take mini-breaks as needed to stretch your body or rest your eyes. Frequent short breaks are desirable if your work situation allows;
- Blink often to keep your eyes moist;
- Refocus your eyes by looking away from your screen and focusing on a distant object at least 20 feet away every 10 minutes or so;
- Release tension in the neck by looking back over the shoulder while sitting up straight;
- Relax shoulders by rotating them backwards several times and then forwards;
- Spread your fingers as far apart as you can. Hold for five seconds, and then make a fist. Repeat this action several times; and
- Keep moving throughout the day by taking mini-breaks for your favorite stretches.