

Computer Workstations

eTool Home

Good Working
Positions

Workstation
Components

Checklist

Work Process

Workstation
Environment

Millions of people work with computers every day. This eTool* illustrates simple, inexpensive principles that will help you create a safe and comfortable computer workstation. There is no single "correct" posture or arrangement of components that will fit everyone. However, there are basic design goals, some of which are shown in the accompanying figure, to consider when setting up a computer workstation or performing computer-related tasks.

Consider your workstation as you read through each section and see if you can identify areas for improvement in posture, component placement, or work environment. This eTool provides suggestions to minimize or eliminate identified problems, and allows you to create your own "custom-fit" computer workstation.



Top of monitor at or just below eye level

Head and neck balanced and in-line with torso

Shoulders relaxed

Elbows close to body and supported

Lower back supported

Wrists and hands in-line with forearms

Adequate room for keyboard and mouse

Feet flat on the floor

Use a Checklist!

KNOWLEDGE IS THE KEY! Use the [evaluation checklist](#) to analyze existing workstations. Use the [purchasing guide checklist](#) to evaluate new purchases.

Quick Tips

Look for quick tip boxes to provide basic solutions for common hazards. A more in-depth look at computer workstation hazards and solutions can be found further down the page of each section.

**eTools are web-based products that provide guidance information for developing a comprehensive safety and health program. They include recommendations for good industry practice that often go beyond specific OSHA mandates. As indicated in the [disclaimer](#), eTools do not create new OSHA requirements. Public Test Version for comments through May 2004.*