



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

Computer Workstation Set-up

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Free Workshops

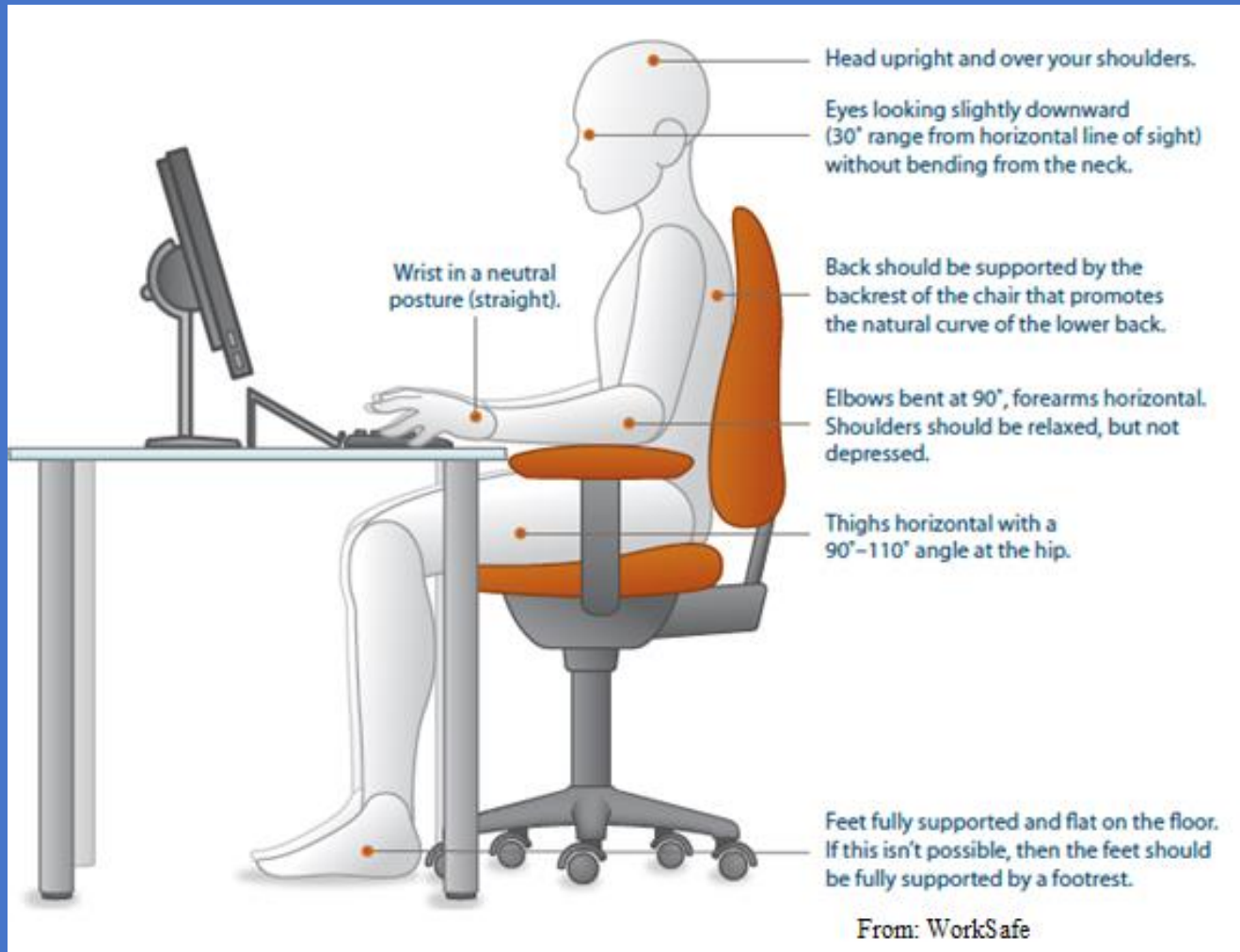
Office Ergo Rep Training (3hrs)

- Goal: Rep in each dept./unit
- Reps provide assistance with basic set-up and self assessment
- Raise awareness of ergo issues
- Faster, more efficient response to ergo issues

Basic Set-up (1hr)

- Provides brief overview of computer ergonomics

Computer Ergonomics:



Chair - The Proper Fit

Backrest:

Adjust backrest height to support lower back (curve in backrest should match with curve in lower back)
Tilt backrest between 95- 110°

Arm Rests:

Adjust armrest height to support arms when shoulders relax. Elbows should be at 90-100°
Make sure arm rests do not restrict access to desk or computer

Seat:

Allow 2-4 fingers of space between the edge of the seat and the back of legs
Ensure user is sitting with buttocks all the way to the back of the chair
Adjust seat height so elbows are 90-100 when working on desk and knees are 90-100°
Use footrest if feet are not fully supported on floor



What's wrong:

MSI Risk:

Leaning forward



Possible Contributing Factors:

Backrest positioned too far back

Font too small

Seat pan too long

Possible Solutions:

Review chair adjustments

Enlarge Font

What's Wrong:



MSI Risk:

Neck Extension

Possible Contributing Factors:

Glasses-bifocals?

Monitor too high

Possible Solutions:

Lower monitor

Talk with Optometrist about computer glasses

What's Wrong:



MSI Risk:

Neck Flexion

Possible Contributing Factors:

Monitor too low

Small Screen/Front



Possible Solutions:

Obtain external Monitor or laptop riser

Enlarge font: ctrl & scroll on mouse wheel

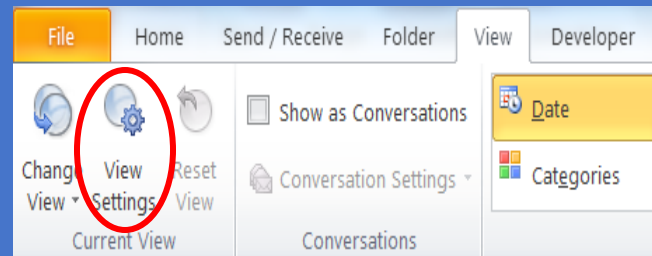
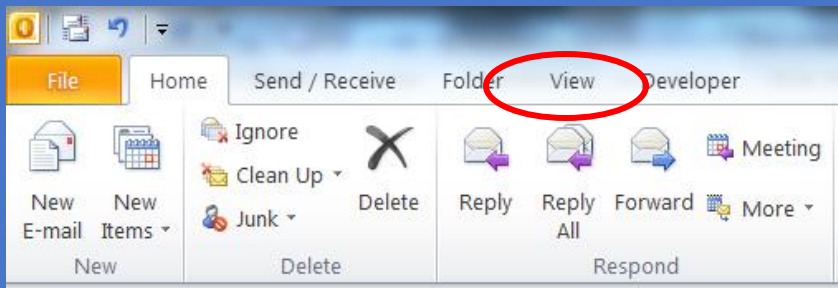
Font Sizes:

Small font promotes leaning forward

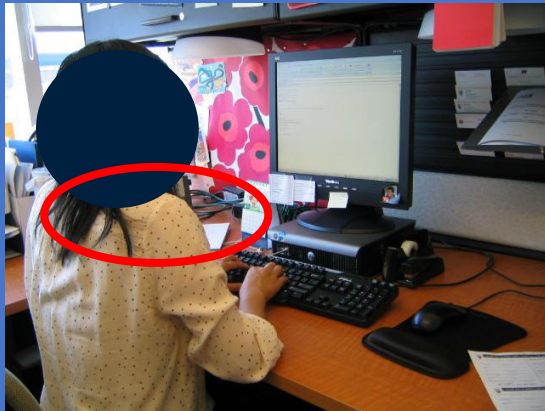
Tips to Increase Font:

[ctrl] & [+] or scroll on mouse wheel

Enlarging Inbox: View-View Settings-Other Settings



What's Wrong:



MSI Risk:

Shoulder Hiking and abduction

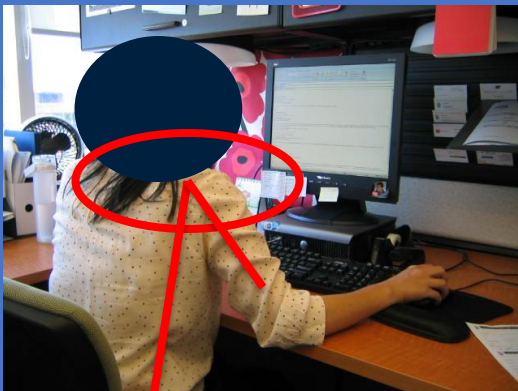
Possible Contributing Factors:

Keyboard too high

Possible Solutions:

Obtain keyboard tray (preferred)

Or raise chair and use footrest



Keyboard and Mouse Position

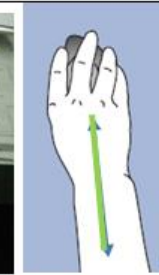
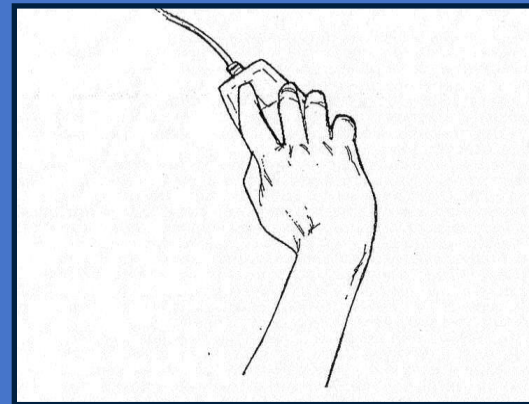
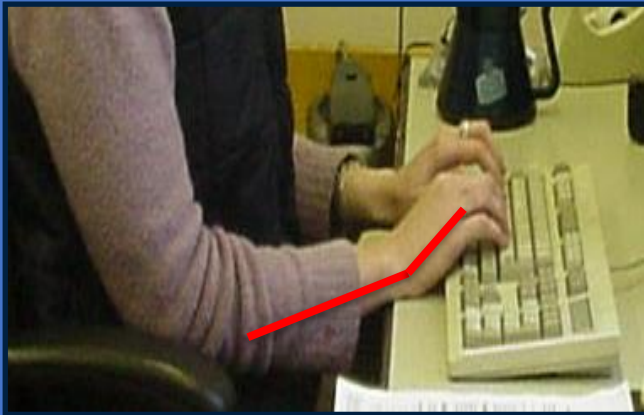
- Keyboard & mouse should be slightly lower than elbow level*
- Purchase lower desks
- Obtain keyboard tray
- Raise chair & use footrest



UBC Bookstore

*hunt & peck typist may need to have it a little higher

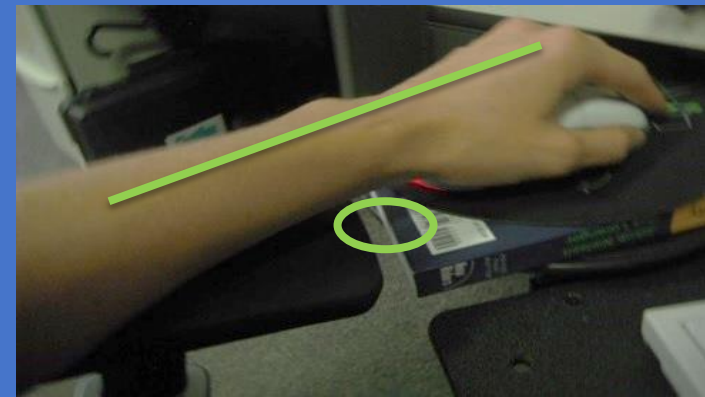
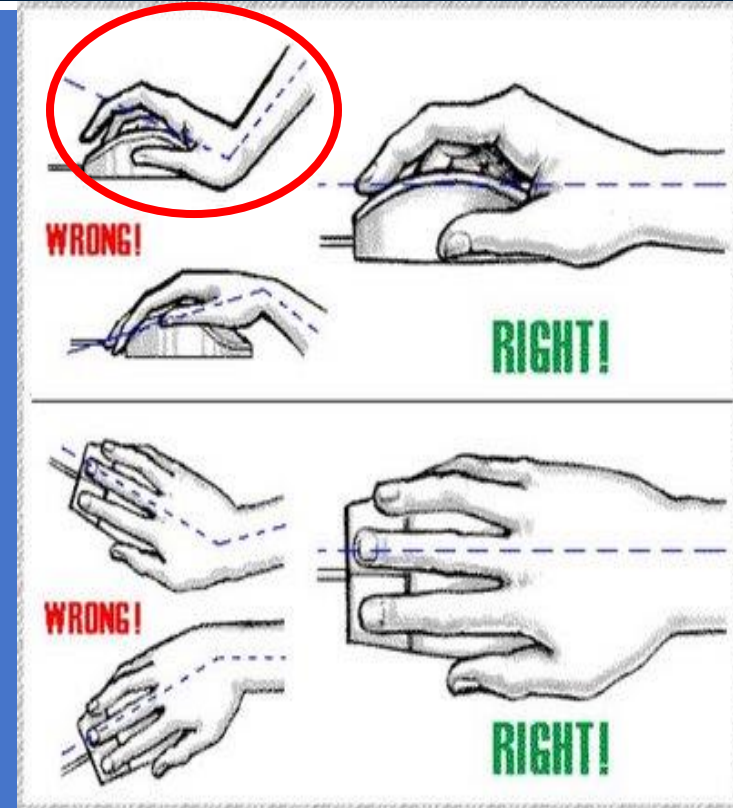
Wrist Posture



Move arm to reach ctrl key on keyboard-avoid straining wrist & when using the mouse don't bend your wrist from side to side (mouse picture from WSBC)

Mouse

- Place the mouse directly beside the keyboard
- Consider keyboard without numeric keypad
- Avoid resting the wrist on work surface
- Clean or replace sticky mice
- Contoured mice-encourage neutral wrist postures



Accessories

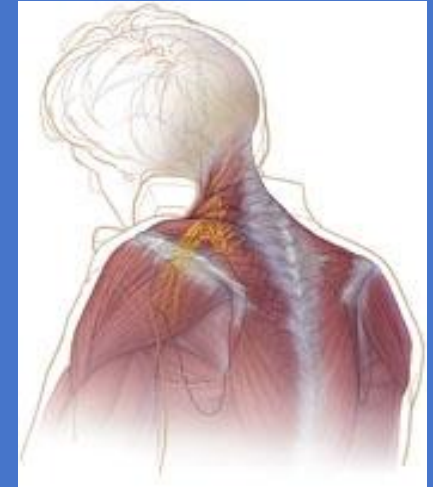
Telephone:

Avoid cradling the phone between the ear and shoulder, this posture can cause neck strain and headaches.

If phone use is frequent, use speakerphone or a hands-free headset

UBC Contact:

Ken Eng keng@sensusinc.com



Accessories

Document holders: useful when referring to documents. They help reduce awkward neck postures



Voice Recognition Software: Dragon Naturally Speaking

Palm rests-occasional use only; Not in front of mouse

Move...Move...Move

Move at least once per hour

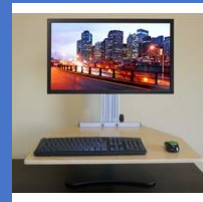


Stretch Prompter:
[WorkSafe Sam](#)



[UBC Stretching Guide](#)

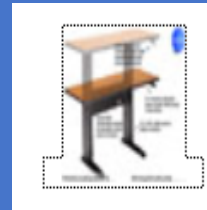
Sit-Stand Workstation



[Kangaroo](#)



[Ergotron](#)



Height Adjustable
Desks



Positive Psychosocial Factors

Positive factors such as autonomy, rewards/recognition and co-worker/supervisory support have a **protective effect**

What can you do to improve the positive factors within your work environment?

Available Resources:

Staff & Faculty	Students
UBC EFAP Program Employee & Family Assistance Program	UBC Counseling Services (Brock Hall)
Responding with Respect Free interactive training for departments	UBC Mental Health Network
Thrive.ubc.ca Building mental health at UBC	Thrive.ubc.ca Building mental health at UBC
Healthy UBC Newsletter Free Newsletter	Live Well to Learn Well Student resources for healthy living

Why Psychosocial?

Perceived ability to cope with demands

– **Physiology**

- Increased cortisol levels
- Increased muscle tension
- Influences mechanical load
- Sleep Disturbance

– **Behaviour**

- Skipping breaks (insufficient recovery time)
- Drinking too much caffeine, alcohol or smoking



Mental Workload

Humans have limited information processing capacity;

What is often called multi-tasking (performing tasks simultaneously) is actually **task switching**.

Task alternation results in “**switching time**” costs

Consider turning off Pop-Up Emails

Provide other ways to ensure you can focus on one task at a time

Require Software vendors to conduct Usability Testing

Stretches



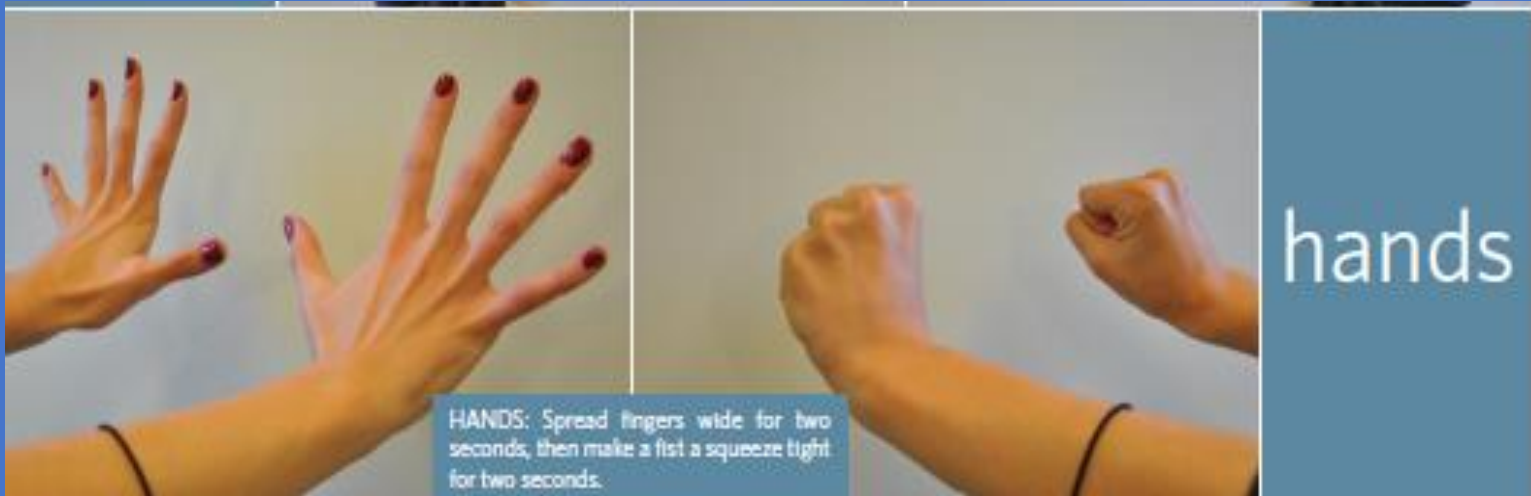
Try to Fit in at least 1 stretches every 20-30 minutes



Keep
Stretches
Comfortable



Stretches Cont'd''



Stretches Cont'd''

back
&
legs

BACK: Sit on edge of chair and gently reach for toes. Hold for ten seconds in a comfortable stretch and relax.



UPPER BACK: Clasp hands behind head with elbows out to side. Focus on bringing shoulder blades closer together. Hold for ten seconds and relax.



HAMSTRING: Pull knee into chest and hold for ten seconds. Repeat on opposite side.

GLUTEUS: Cross right leg over the left knee and gently pull knee to chest. Hold for ten seconds and repeat on opposite side.





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Questions?

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