



UBC Ergonomics Guidelines for Computer Workstations

Category	Guideline	✓
Support	Contact UBC's Ergonomics Program: 2-9040 or <a href="mailto:ergonomics.info@ubc.ca">ergonomics.info@ubc.ca</a>	
Desk Depth	Depth of usable computer work surface is $\geq 30$ " $\geq 24$ " is acceptable if keyboard tray available Depth refers to usable space. It does not include portions of a desk under a transaction counter	
Height Adjustable Desks	Height Range: 22.6" to 48.7" is preferred. At minimum, the desk should go down to 25" Height adjustable desks are preferred; if it is not possible to purchase individually, consider providing at least one as a shared resource See <a href="#">Height Adjustable Desks Purchasing Info</a> for more information	
Fixed Height Desks	Height: 28.5" If possible, allow flexibility (e.g. panel hung) so that the desk height can be adjusted between 26 and 32" and/or provide option for keyboard tray and ensure installation is possible	
Pedestal	Consider mobile pedestal with 1-box/1-file; this will allow desks to be positioned lower than the standard 30", and will allow users to change between right and left-handed configurations	
Desk Width	Preferred: $\geq 60$ "; minimum: $\geq 36$ " width	
Depth under desk	$\geq 23.5$ " for leg clearance Ensure that stability bar does not interfere with knee clearance	
Keyboard tray	$\geq 26$ " width (sufficient space for keyboard and mouse) Mouse level <sup>1</sup> with keyboard; no knob height adjustable; removable palm rest Keyboard trays do not have to be installed at each workstation but users must have the option	
Monitor	Height and tilt adjustable Monitor arms that allow monitors to be positioned low will be needed for those with bifocals, touchscreen technology and/or monitors that sit high on the desk (e.g. Mac monitors)	
Monitor-glare	Provide sufficient blinds with user control Position monitors between banks of lights (not directly under lights) & perpendicular to window (reduce glare)	
Chair	See <a href="#">UBC's Ergo Guidelines for Office Chairs</a> for criteria and <a href="#">examples</a> of suitable chairs	
Access to Electrical	To the extent possible, provide convenient access to power, preferably at desk level when this will not interfere with daily use or future configurations (consider that a height adjustable desk may be installed at a later date).	
Reception Desk	Design to allow staff and customer to be at the same height (both seated or both at standing height with a higher chair available for staff)	
Training	<i>Intro to Sit-Stand Desks</i> and <i>Ergo your Office</i> <a href="#">workshops</a> offered monthly	
Office Ergo Rep	Departments should have at least 1 <a href="#">Office Ergo Rep</a> to assist with initial set up	

<sup>1</sup> Articulating swivel up mouse platform may be acceptable if it keeps mouse close and is easy to switch between the right and left