

Adjusting the Computer Workstation The ABC Method

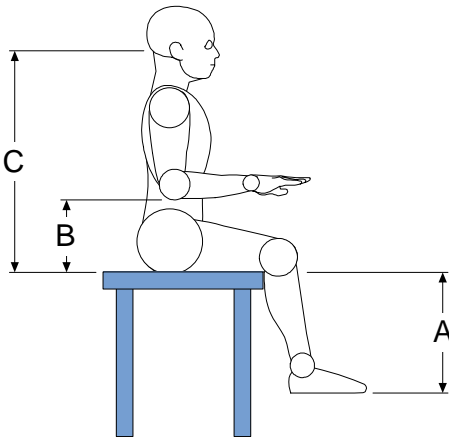


Figure 1

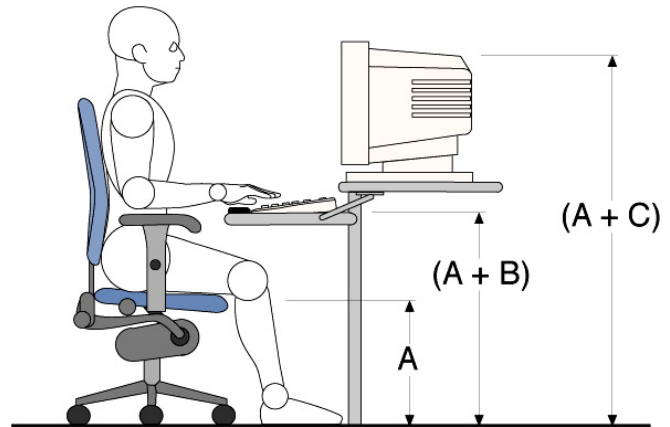


Figure 2

By taking three simple landmark measurements of an employee, the approximate height adjustments for their computer workstations can be calculated.

First, seat the employee on a table as shown in Figure 1, so that the edge of the tabletop just touches the back of the knees. It is important that the employee's feet do not touch the floor during this measurement. Measure from the crease behind the knee to the bottom of the heel. Make certain the person is wearing the type of shoes normally worn on the job. Record this as Measurement A.

For Measurement B, measure from the tabletop to the tip of the employee's elbow. The employee should be relaxed but sitting up straight. This measurement is easier if the employee holds their upper arm against their body and reaches the hand toward the neck.

Finally, for Measurement C, measure from the tabletop to the height of the employee's eyes. Again, the employee should be relaxed but sitting up straight.

Chair Height

To set-up the workstation, set the height of the chair front to (A). The seat pan may drop an inch or two when the employee sits down. If this is the case, raise the seat pan to compensate for the height change.

The seat pan may have a tilt mechanism. If it does, the employee should tilt the seat to the most comfortable angle for work. Keep in mind that tilting the seat pan usually changes the height of the front of the seat. Readjust the front edge of the chair to knee height (A).

Keyboard Height

The home row of the keyboard should be adjusted to a height equal to knee height plus elbow height ($A + B$) above the floor, as shown in Figure 2. The intent is to place the home row in-line (i.e., level) with the tip of the elbow. Thus, keeping the forearms in a horizontal plane.

If the keyboard height is not adjustable, raise or lower the chair height so that the difference in height between the seat pan and the keyboard is equal to elbow height (B). Provide footrests if needed.

Monitor Placement

Raise or lower the monitor so that the top of the screen is level with or slightly below eye level – about equal to knee height plus eye height ($A + C$). If the employee wears bifocals or trifocals, a lower position will likely be more desirable.

The monitor should be placed approximately an arm's length away from the employee's eyes.

For My Workstation

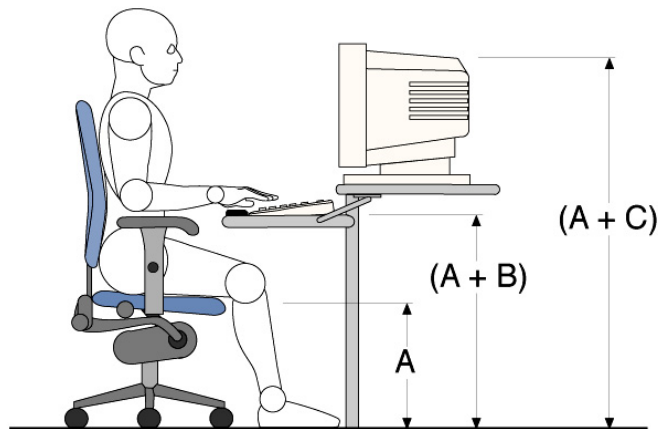


Figure 3

Seat Pan Height	A	_____
Elbow Height	B	_____
Eye Height	C	_____
Home Row Height = Seat Pan Height + Elbow Height	A + B	_____
Top of Monitor Height = Seat Pan Height + Eye Height	A + C	_____