COMMON ERGONOMIC WORKSTATION QUESTIONS & ANSWERS

Question: How do I adjust my chair?
Answer: The EH&S Computer Workstation Self-Assessment & Training program will demonstrate how to adjust your chair. You can also view our online ergonomic equipment list for videos and links to specific recommended chairs.

Question: My chair is uncomfortable; I think I need a new one?
Answer: Where is your keyboard located? Often the location of the keyboard, if on the desk can cause you to “perch forward” and be uncomfortable in your chair. Please review the video or online assessment to see if a keyboard tray is needed.

Question: My back is hurting, can you evaluate my workstation?
Answer: What kind of chair are you using? Do you have a keyboard tray? Are you sitting back in your chair when you are using the keyboard? Please refer to our on-line assessment and training tools. Many simple workstation adjustments or modification can be made to maximize your comfort. Please refer to our online ergonomic equipment list for videos and links.

Question: I use a laptop and I am uncomfortable, what are my options?
Answer: We recommend a docking station with an external monitor, mouse, keyboard and keyboard tray.

Question: Where can I purchase equipment?
Answer: Please see our computer ergonomics page for product recommendations.

Question: What equipment is commonly recommended or standardized?
Answer: The Workrite Banana Board keyboard tray is used widely across the University and is a standard purchased keyboard tray at several schools and departments. The Herman Miller Aeron chair is widely purchased and used across many departments at the University and is also a standard purchased chair. Both of these items can be purchased through Creative Office Pavilion through Christina Napoli (C Napoli@Cop-inc.com).

Question: I’m having shoulder pain; can I schedule an ergonomic evaluation?
Answer: Where is your keyboard located? Please take our online training to see if a keyboard tray will work for you.

Question: My doctor said that I need surgery on my wrist, hand, etc.? Who should I talk to?

Answer: Please contact your supervisor and Human Resources and the Harvard University Disability Services. EH&S works in collaboration with Harvard Disability Services. If you wish for more information on reasonable accommodations, please visit the website: http://accessibility.harvard.edu/

Question: I would like to stand at my computer; can I purchase a standing workstation?

Answer: Currently, EH&S does not recommend standing workstations. It is up to your individual department supervisor, Human Resources or Facilities manager to purchase a standing workstation.

Question: I just received my new equipment that you recommended; can you come back out and adjust it for me?

Answer: Please see our Ergonomic Office Equipment document for links and videos to ergonomic equipment. Our ergonomics vendors should provide a demonstration on how to adjust the equipment when it is installed or delivered.

Question: Who are our Harvard University Ergonomic Vendors?

Answer: Creative Office Pavilion through Cristina Napoli (CNapoli@Cop-inc.com) and Red Thread through Jeff Milne (JMilne@Red-Thread.com).