



Computer Workstation Ergonomics – Fact Sheet

Ensuring that your computer workstation is properly set-up and aligned can prevent repetitive stress injury or discomfort.

Below are the steps to guide you in setting up your computer workstation:

1. Complete the on-line [EH&S Computer Workstation Self-Assessment & Training program](#). This program is intended to educate you on the basics of ergonomics and then have you apply this knowledge to an adjustment of your workstation. Simple adjustments and minor modifications often resolve improper workstation setups and/or improve ergonomic postures. Additionally, the EH&S computer workstation ergonomic webpage provides links to recommended workstation equipment and videos on how to properly adjust, purchase and use your specific equipment.
2. If additional assistance is needed, after the completion of the self-assessment & training program, EH&S is available to provide an in-person evaluation of your workstation. Request an in-person evaluation by completing this [online request form](#). Please note that it is our protocol to notify your supervisor/manager when you request in-person ergonomic evaluation.
3. The in-person evaluation usually takes 20 minutes and the EH&S professional works with you to understand your workflow and make adjustments and modifications to your workstation, as necessary. In some circumstances, new or additional equipment may be recommended to ensure the workstation has a proper ergonomic set up. This equipment may include ergonomic chairs, keyboard trays or document holders. Any costs incurred for this new equipment is the responsibility of the local Department or School.
4. After the in-person evaluation is completed, a written report with recommendations for proper workstation set-up and equipment will be e-mailed to you and your supervisor/manager.