MISSISSIPPI MUNICIPAL SERVICE COMPANY
MISSISSIPPI MUNICIPAL WORKERS' COMPENSATION GROUP
MISSISSIPPI MUNICIPAL LIABILITY PLAN

COMPUTER

WORKSTATION
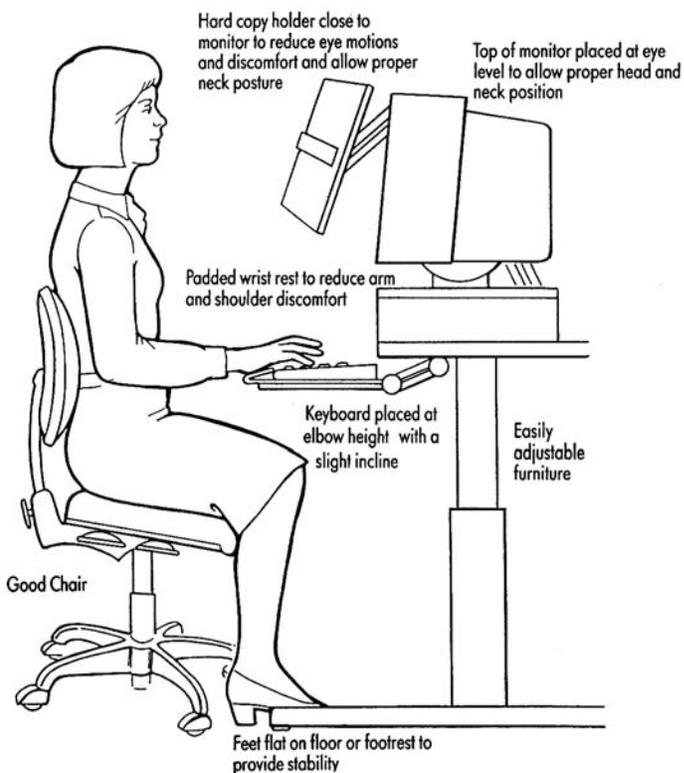
ERGONOMICS

COMPUTER WORKSTATION ERGONOMICS

The following items note suggested heights and distances for employees performing 50% or more data entry or employees noting symptoms of stress from excessive and static movements. Employees should keep workstations positioned to maintain a proper neutral posture, which should help minimize twisting and turning, decrease excessive joint and muscle movements, and lessen the chance of injury.

CHAIR

Seat Height Adjustable pneumatic seat height (16"-20"). Maintain upper legs parallel to the floor or slightly tilted forward (seat tilt feature). Hips & knees having 90 degrees or more angle. Feet flat on the floor. Clearance behind knees.

Seat Pan Waterfall front edge of seat. Padded at least 2" thick.

Backrest Lower back support 12"x12" or larger with 4"-8" vertical adjustment.

Hard copy holder close to monitor to reduce eye motions and discomfort and allow proper neck posture

Top of monitor placed at eye level to allow proper head and neck position

Padded wrist rest to reduce arm and shoulder discomfort

Keyboard placed at elbow height with a slight incline

Easily adjustable furniture

Good Chair

Feet flat on floor or footrest to provide stability

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Armrests Removed or adjustable below elbow height and padded. Keep elbows close to the body.

Base Five-leg castered support.

Footrests Not needed with proper chair height. If used, a minimum of 2" in height.

KEYBOARD

Keyboard Tray Sturdy construction and adjustable height (23"-28"). Position forearms, wrists, & hands in a straight line parallel to the floor.

Positioning "G" & "H" keys at center of body.

Keyboard Flat Keyboard and tray parallel with floor. Do not use props.

Wrist Rests Supplied with smooth padded surface and rounded edges.

COMPUTER WORKSTATION ERGONOMICS

MOUSE/TRACKBALL (INPUT DEVICES)

Mouse Placement	Input devices next to keyboard, if possible. Dominant-hand side.
Wrist rests	Mouse pad with wrist rest. Smooth padded surface and rounded edges.

COMPUTER MONITOR

Monitor Height	Top of monitor screen at or below eye level. Slightly lower for bifocal wearers. (Computer frame located on shelf or floor may give more room on working surface.)
Monitor Placement	Located between the "G" and "H" of keyboard, about an arm's length away (15"-30").

DOCUMENT HOLDER

Document Placement	Document holder close to computer screen and at the same height & distance, if possible. Angled document holders can be placed next to or in front of monitor.

WORKING SURFACES

Adjustable	All workstation surfaces should be adjustable, when applicable.
Size	The workstation surface should be at least 30" wide and 30" deep (preferably 48" X 48" or larger).
Writing Surfaces	(Non-keyboard) Height from the floor - 27.5" - 31" (adjustable height) or 29.5" (fixed height).
Reach Distance	Equipment positioned in a circular arrangement within the normal extended reach distance ≤ 22.5".

LIGHTING

Indirect Lighting	Minimize direct lighting & reduce glare. Angle or face monitor away from windows or bright light source. Monitor screen usually perpendicular to floor (straight up and down).
Ambient Illumination	Dimmer overhead lighting reduces eyestrain. Monitor should be brighter than overhead lighting. Effectively use window shades.
Additional Lighting	If needed, task lighting for documents.

Work Periods

Work Duration	Avoid long periods of repetitive or static (motionless) activity. Give muscles & joints a chance to rest & recover or lubricate. Alternate between different work activities.
Work Breaks	Furnished breaks from work periods between 45 minutes to 1 hour. Mini-breaks should consist of non-keyboard tasks or rest of 2-5 minutes. (Even breaks as short as 30 seconds are helpful.)