

# Minnesota Department of Administration

## Office Ergonomics

### Lighting

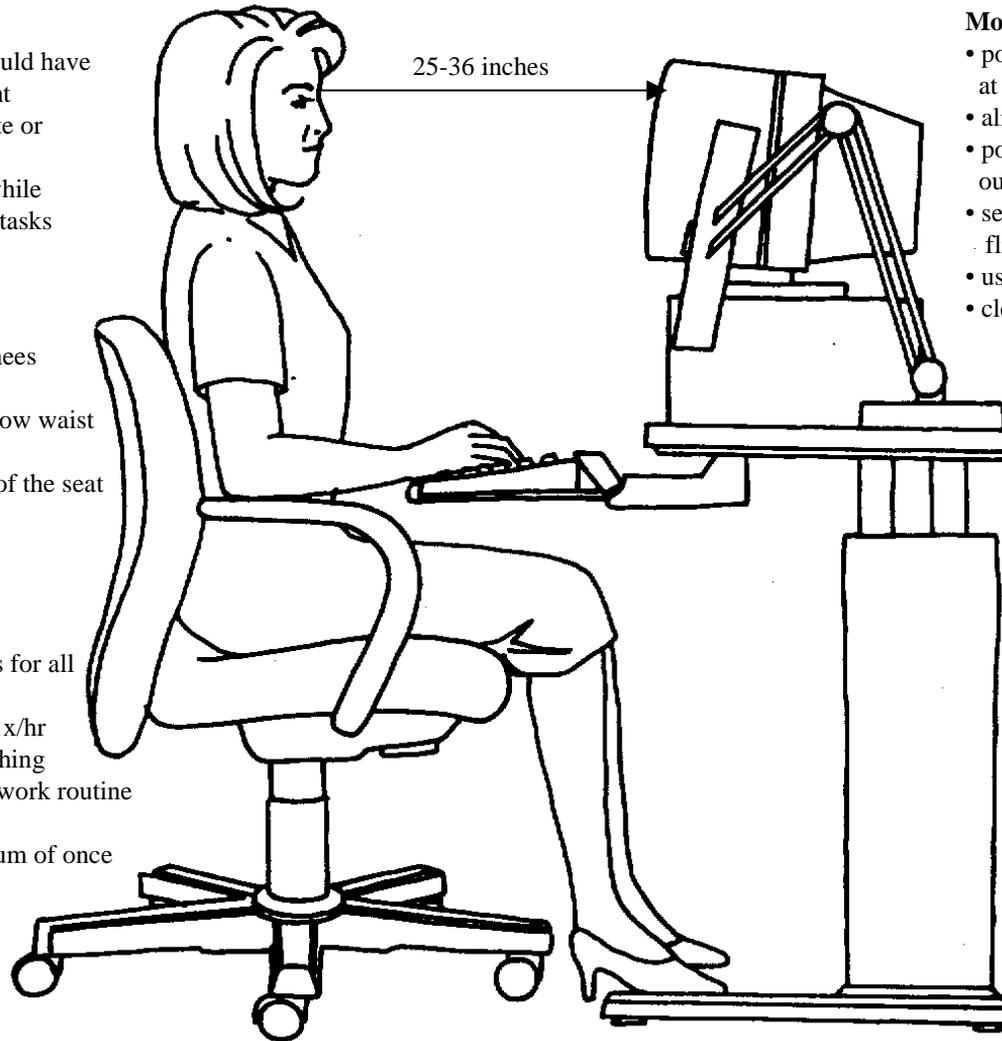
- computer office environments should have between 20-50 footcandles of light
- use window treatments to eliminate or reduce bright light
- use additional task lighting only while performing non computer related tasks

### Seating

- position hips slightly higher than knees
- place feet firmly on the floor
- position lumbar support slightly below waist line
- allow 1-3 inches between the edge of the seat and the back of your knees

### Employee Responsibilities

- learn and use adjustment features for all equipment
- change position/posture at least 1x/hr
- arrange work area to reduce reaching
- incorporate stretching into daily work routine without interrupting work flow
- consult your eye doctor a minimum of once every two years



### Monitor/VDT

- position the top 1/4 of the monitor at or slightly lower than eye level
- align monitor and keyboard/mouse
- position monitor to avoid glare from outside light sources or overhead lighting
- set refresh rate between 70-80 Hz to limit flicker
- use dark characters on light backgrounds
- clean screen at least 1 time per week

### Document Holder

- position adjacent or directly in front of the monitor

### Input Devices (keyboard/mouse)

- position input devices at or slightly lower than elbow height
- keep wrists comfortably straight
- relax shoulders