

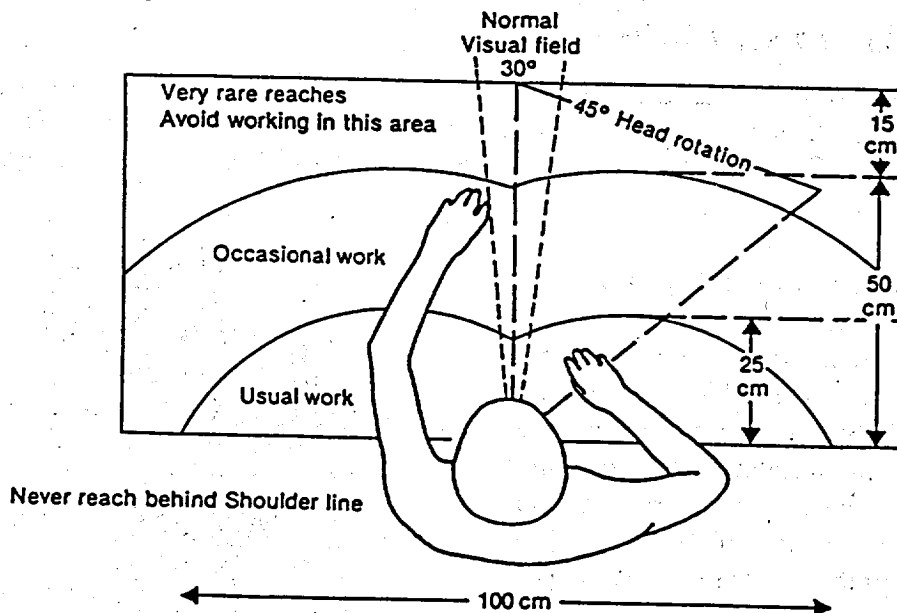
Your workstation

Your workstation should consist of all the equipment needed to perform your job. This includes a desk, a swivel chair, a computer with a detachable keyboard, a document holder, telephone, supplies, etc.

Certain tasks may require different worksurface areas, configurations and heights. Factors to consider include:

1. Frequency of use - often used items should be placed within easy reach
2. Sequence of use - items used together should be placed together
3. Importance of use - place critical items close for easy access

Your work surface should be height adjustable (63-76 cm). If your worksurface is too high, and not adjustable, raise your chair. Add a footrest if you cannot place your feet flat on the floor. If your worksurface is too low, either lower your chair or see if the workstation can be raised by placing it on a platform.



Your worksurface should be large enough to place all materials and equipment related to your task within reach. To avoid back strain, it is important that you avoid reaching behind. Reference materials and other supplies that you often use should be placed in front of your shoulder line.