

It's a fact...

Your computer workstation should be in a comfortable work area.

Your work area should be large enough for you and the equipment and materials that make up your workstation.

You should:

- ◆ Have enough space to perform all your required tasks.
- ◆ Place the items you use most often directly in front of you.
- ◆ Use a headset for lengthy telephone work.



Your work area should be located in a comfortable work environment:

- ◆ Avoid overcrowding.
- ◆ Do not direct the warm air flow from the central processing unit (CPU) and disk drives toward you.
- ◆ Use anti-static floor mats or other static grounding in low humidity workplaces.



This fact sheet is a product of the DoD Ergonomics Working Group and was adapted from their June 2000 publication, *Creating the Ideal Computer Workstation: A Step-by-Step Guide*.

Written for both supervisors and workers, the fact sheet provides basic information on ergonomics. For more information, visit the working group's Web site at <http://chppm-www.apgea.army.mil/ergowg/product.htm>.

Work Area Evaluation Checklist

If you answer **NO** to any of the following questions, you have a potential problem.

Yes **No**

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Is your work area large enough to accommodate you? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Does your work area provide enough room for the equipment and materials that make up your workstation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are the items you use most often placed directly in front of you? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Do you use a headset for lengthy telephone work? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Is your room temperature comfortable? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Does your work area have an anti-static floor mat or other static grounding? |
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