



## **1.0 Scope and Application**

This policy has been developed to provide for an ergonomically correct working position when using computer workstations and video display terminals. This policy applies to all workstations and complies with Chapter 32 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Commerce.

## **2.0 Responsibilities**

Risk Manager: Support and management of this policy.  
Department Heads: Ensure workstations comply with these requirements.  
Supervisors: Ensure policy is adhered to by all employees.  
Employees: Follow requirements contained in this policy.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

## **3.0 Departmental Policies and Requirements**

This policy represents minimum requirements related to computer workstations. Departments may implement more protective measures.

## **4.0 Definitions**

None.

## **5.0 Training**

Employees who use a computer will receive instruction in this policy at their time of assignment and whenever this policy is revised.

## **6.0 Documentation Requirements**

None.



## 7.0 Workstation Design

A workstation should provide an employee with a comfortable sitting position sufficiently flexible to reach, use, and look at the screen, keyboard, and documents. In order to minimize fatigue, the following guidelines should be implemented:

- a) Back Region Support – The seat and backrest of the chair should support a comfortable posture permitting occasional variations in sitting position. Chair height and back rest angle should be adjustable. A foot rest may provide support to the lower back region.
- b) Arms – When the hands are resting on the keyboard, the upper arm and forearm should form a right angle and the hands should form a straight line with the forearm.
- c) Legs and Feet – The chair height is correct when the sole of the foot can rest on the floor or footrest and the back of the knee is slightly higher than the seat of the chair. This allows the blood to circulate freely in the legs and feet.
- d) Screen Adjustments – The screen to the display terminal or monitor should be able to tilt or swivel vertically in order to enable the employee to select the optimum viewing angle.
- e) Eye and Screen – The topmost line of the display should not be higher than the user's eye. The screen and document should be the same distance from the eye in order to avoid constant changes of focus.
- f) Document Holder – A vertical document holder should be utilized to allow for a comfortable position that relieves straining on the eyes and neck when typing from a document.

## 8.0 Lighting

Workstations and lighting should be arranged to avoid reflections on the display screen of surrounding surfaces and objects. Light should be directed so that it does not shine in the employee's eyes when looking at the screen.

Glare can result from light reflecting on a display screen or shiny keyboard. Anti-reflective screen treatments can be added to a video display screen. LCD monitors provide a matte finish and anti-glare screen. To avoid glare, display screens and monitors may be placed near a window so the line of sight between the eye and the screen is parallel to the window surface.

**End Policy**