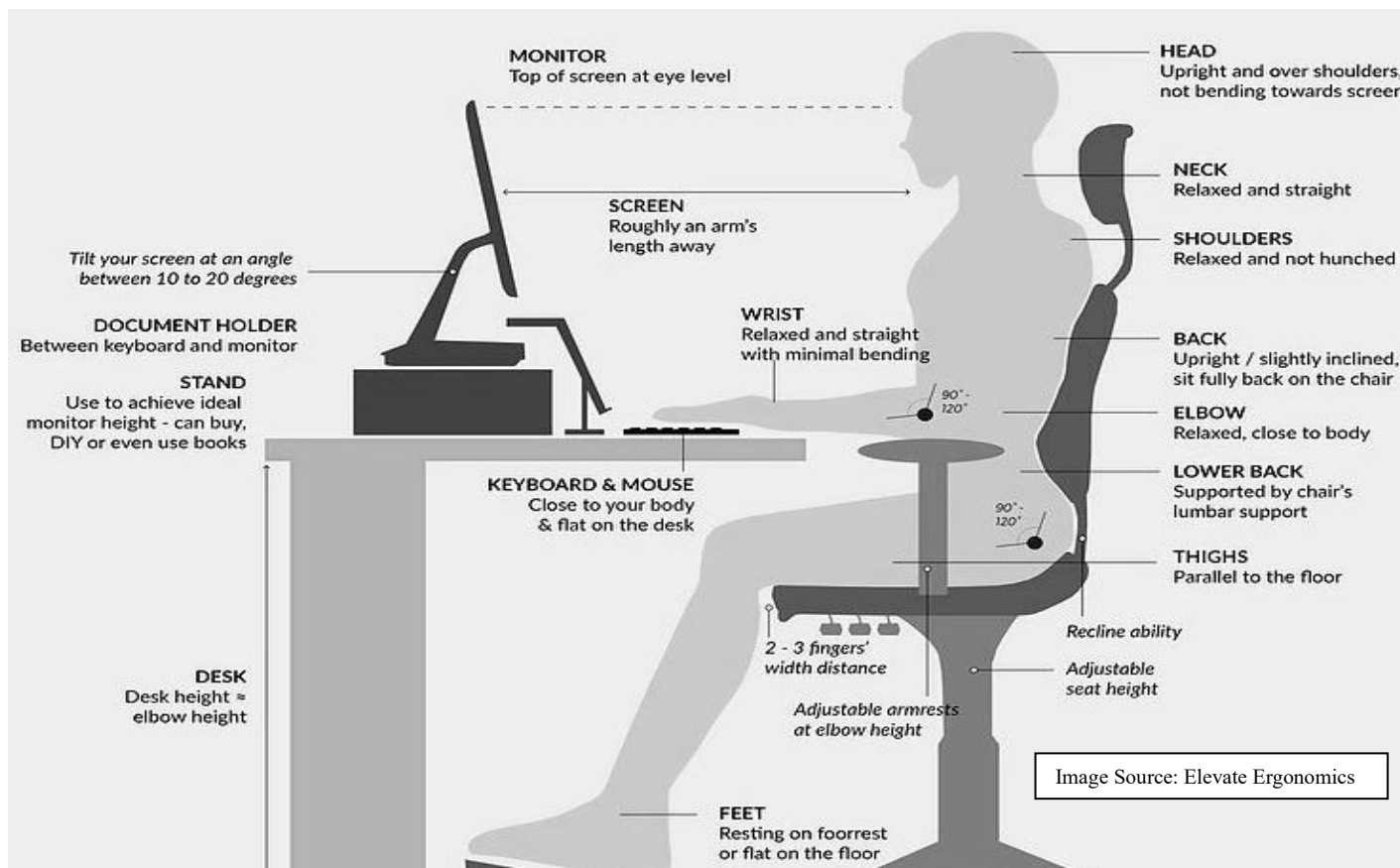


Guidelines for Computer Placement & Workstation Layout

Environmental Health and Safety is concerned about the health of BGSU employees while working with computers and other electronics. To reduce the risk of musculoskeletal disorders, we recommend following these guidelines for proper computer workstation setup.



Additional guidelines:

- Keep all items used frequently within an arm's reach of the normal seated position (with back against backrest).
- Position monitor directly in front of you at about an arm's length away.
- Use a document holder to keep documents upright (an "in-line" type is best if using multiple monitors).
- Place the telephone on your non-dominant side. This allows you to answer the phone with your non-dominant hand freeing the dominant hand to take notes. This helps prevent cradling the receiver between the cheek and shoulder.

Notes:

- Extension cables for any wired device may be available through ITS (419-372-0999).
- If your desk, chair, or other equipment does not adjust to your needs:
 1. Contact Campus Operations for available repurposed/surplus equipment and furniture (419-372-2251).
 2. Search for new items to purchase in Falcon's Purch.
- No posture should be maintained for an extended period of time. Move around periodically even if this means stretching in place, running a quick errand, or getting a quick sip at the drinking fountain.

For questions or to schedule a workstation assessment, please contact Environmental Health and Safety at 419-372-2171 or envhs@bgsu.edu.