SASKATCHEWAN ASSOCIATION FOR
**SAFE WORKPLACES**
IN HEALTH

Monitor, Keyboard and Mouse

Over time you may have become very comfortable with the positions you use when working with a monitor, keyboard and mouse. Appropriate ergonomic positions may seem a little "odd" or uncomfortable at first. Changing how you work may come easy to you…or you might have to remind yourself of the proper positions to use. Using ergonomically correct positions will become comfortable and will help to reduce and even eliminate some risks to your health.

Monitor Tips
- Sit directly in front of the monitor and keyboard/mouse.
- The top of the screen is at, or just below, eye height.
  - If you wear bifocals or trifocals, you should have the monitor adjusted to maintain neutral neck posture.
- Monitor viewing distance is a minimum of one arm's length (46-76 cm) away from the screen when you're seated comfortably in front of the keyboard.
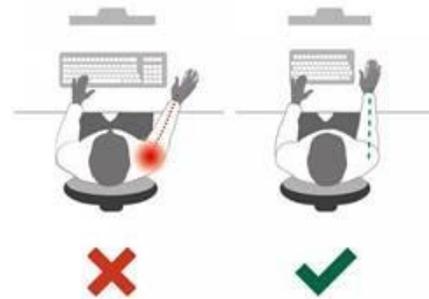
Keyboard and Mouse Tips
- The keyboard and mouse are located at a height that allows your forearms, wrists and hands to be parallel to the floor (elbow is approximately at a 90^0 angle).
- The keyboard height is adjusted so that your shoulders can relax and allow arms to rest at sides with the elbows at about a 90^0 angle.
- The slope of the keyboard is adjusted so that the wrists are straight and not bent while typing.
- Upper arms hang relaxed at side during computer use.
- The wrists or hands are not resting on a wrist rest when typing or using a mouse, only during breaks from typing. Only the palms of the hands should ever rest on a wrist rest.
- The mouse is located next to the keyboard, as close as possible and at the same height. Reaching is minimized.
- The wrist is in a neutral position and the hand, wrist and forearm are straight and slightly above the mouse.
- Forearm is supported when using a mouse or other hand-held device.
- Hands are in line with forearms when using keyboard and/or mouse.
- Elbow joints are at about 90^0 - 110^0.

Safety Talk Discussion

Be Accountable: Choose safety - work safe - and go home injury free!