

LAC+USC MEDICAL CENTER SAFETY POLICY

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Subject: ERGONOMIC GUIDELINES FOR DESKTOP COMPUTER USERS		Original Issue Date: 1993	Policy # SP 110
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Departments Consulted:	Reviewed & Approved by: (Signature on File) Safety Officer	Approved by: (Signature on File) Director, Facilities Management	

PURPOSE

To provide employees with guidelines to reduce and prevent any health-related problems for working at desktop computers.

POLICY

It is the policy of the LAC+USC Medical Center to inform and instruct employees on the proper use of computer equipment and to minimize work related injuries which are associated with the use of desktop computer.

PROCEDURE

Desktop computer users are encouraged to be proficient in keying by touch.

The following guidelines are recommended by Cal/OSHA:

When Sitting

- Both feet are resting comfortably on the floor or on a footrest, and the knees are slightly lower than the hips.
- There is a 2- to 4-inch gap between the back of the knees and the front edge of the chair when the back is against the chair.
- The curve of the chair back fits into the deepest part of the curve in the lower back.
- The back of the chair is upright or tilted back for comfort, and provides upper back support.
- Armrests are adjusted so that they are just slightly below the elbows when the shoulders are relaxed.
- Armrests do not interfere with access to the keying, mousing or writing surfaces.

When Keying

- The shoulders are relaxed, and the elbows are close to the body.
- The elbows are bent to 90 degrees or slighter greater (inner angle).
- The tops of the "home row" keys are at the same height as the elbows.
- The wrists are straight (not bent).
- The mouse is close to the keyboard.

When Organizing the Work Space

- Reaches performed frequently are within the "near" work space (your elbows remain at your sides).

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- Reaches performed occasionally are within the “near” or “mid” work space (no more than an arm’s length away).
- Do not reach across the body to work.

When Viewing the Monitor

- The monitor is directly in front and the top line of print is at or just below the eye level or even lower if one wears bifocal, trifocal, or progressive lenses; and one is able to scan the screen from top to bottom by using only eye movements, not head movements.
- One can sit against the back of the chair and read the monitor screen from a comfortable distance, without experiencing eye fatigue, blurred vision or headaches.
- The monitor screen is free of glare.

When Reading the Document

- The document is off the flat work surface and in the line of vision.
- The document is directly next to the monitor or between the monitor and the keyboard.
- The document is at the same distance as, or closer than, the monitor.
- One can look at the document and the monitor by moving only the eyes, not the head.

REVIEW/REVISION DATE – 02/99, 11/03, 07/04, 11/07, 12/10, 03/13, 03/16, 03/19, 03/22