

# Computer Workstation Equipment

In the workplace the appropriate set up of workstations is essential, particularly for workers who are seated for long periods of time. Correctly adjusted and positioned equipment is important for safe and efficient use of a computer. Incorrectly set up workstations may lead to muscle strain and adds to the risk of developing musculoskeletal conditions such as Occupational Overuse Syndrome. It is important to use good work pacing techniques and take breaks often. (See fact sheet *Workplace Modification and Techniques*)



## HEIGHT ADJUSTABLE DESKS

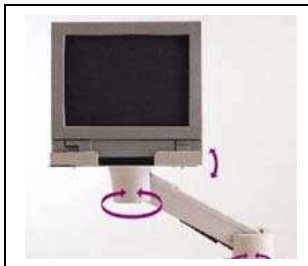
The height of the work surface should be at elbow height. Height adjustable desks enable the user to set the desk at an appropriate height for their needs. These desks are also good when the work area is shared by multiple users, so users can modify the height of their desk while they are working depending on the tasks that they are carrying out. Different types of height adjustable desks are available including mechanical, or electrically operated.



## WRIST AND FOREARM SUPPORTS

Wrist rests encourage a position which aligns the forearm, wrist and fingers in a straight line, decreasing the stress on these joints. A padded surface also provides comfort and helps to minimise injuries and provide support.

Forearm supports are movable supports, designed to give forearm support during repetitive tasks, keyboard work or other tabletop activities. They may be useful for people experiencing pain or discomfort in their wrists, upper arms, shoulders or neck.



## MONITOR SUPPORTS

Monitor supports hold the monitor above the desk allowing better positioning of the monitor and more desk space. Monitor raisers adjust the computer to a height that is appropriate for the user. They help to reduce neck and eye strain. When adjusting the height of the monitor, the top of the screen should be at approximately eye level.

Monitor stands are also available for LCD screens and laptop computers.

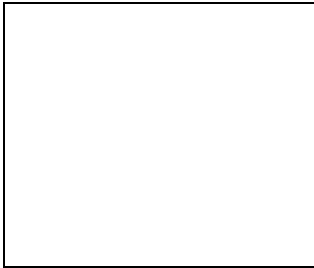
## ANGLED WORK SURFACES

These are wedge-shaped boards that angle the work surface to help improve visual access, reduce neck strain, and provide forearm support.



## DOCUMENT HOLDERS

It is important to keep documents close to the computer screen, so that the worker can look from one to the other without excessive movement of the head and eyes. In addition, the document and the screen should be the same distance from the worker's eyes, so that the eyes do not have to keep adjusting to distance.



Document holders enable work documents to be positioned appropriately and closely to the screen. Different types of document holders are available, but it is important to choose one that allows documents to be placed in the most convenient and comfortable position for the individual.

**ANTI-GLARE SCREENS**

Altering the angle of the computer screen may overcome problems with glare and reflection, however they should only be tilted a maximum of 50 degrees upwards. Anti-glare screens simply click onto the existing computer screen. They reduce glare and can enhance the quality of the screen picture.



**FOOTRESTS**

Footrests provide foot support at an appropriate height. They may be used when the desk height is too great for the chair, to enable the feet to rest flat. Most types are height adjustable and able to be angled.



**ALTERNATIVE KEYBOARDS**

Key guards are available to help prevent the wrong keys from being hit. The guard covers the keyboard, with a hole cut in it for each key, acting as a guide to the right key.

Reduced size keyboards are compact versions of the standard keyboard, and may be beneficial for one-handed use. Enlarge keyboards allow the keys to be viewed more easily, and may provide easier access to the keys for users with reduced fine motor control. Keyboard stickers (eg. With large lettering, contrast colours) can be applied to regular keyboards to help make the keys more visible.



**MOUSE ALTERNATIVES**

A trackball mouse features a large ball on top of the device, which can be moved with the fingers or hand without having to move the entire device.

A joystick mouse functions in the same way as a games joystick. It can be useful for people that require a device with a steady base of support, or have difficulty with the precision required by a standard mouse pointer.

Touch pads are a flat rectangular pad. Sliding a fingertip, or a stylus, across the pad moves the mouse pointer. Touch screens allow some mouse functions to be performed by touching, dragging or tapping the icon on the monitor.

**NEED TO KNOW MORE?**  
 Telephone, fax or e-mail your enquiry to obtain further information from one of the therapists about products. Alternatively, you can make an appointment to trial the equipment at our display centres or through our outreach service. Please phone LifeTec Queensland for further details.

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