

How Do I Select the Right Workstation?

When searching for the right workstation it is important to consider its purpose, which will be decided by the nature of your tasks. It is best to look for products that have been designed and engineered to help make your workspace more productive. This can be achieved in a variety of ways. As a guide, observe how your workflows through your office in a typical day. It is likely that you'll uncover several distinctive and repetitive task patterns. Once these patterns have been identified, organize them according to their intended and frequency of their use. Now you are ready to investigate the pertinent factors that will determine the workspace you eventually select.

Insurance

- New office and equipment
- Visiting clients, etc.

Tax Regulations

- Qualifying tax regulations which may apply to your business.
- This may reflect your purchases.

Lighting - Protect Yourself.

- If you must set it up near a window, make sure your computer sits perpendicular to it, minimize eyestrain inducing glare on sunny days.
- If you have florescent lights, try to position your set up between the lights.
- Use "Parabolic louvers" to reduce the glare from fluorescent lights.
- Use window blinds to control the light source through the day.
- Panels or screens may be used to control glare.
- Protect your eyes from Ultraviolet A (UVA) and Ultraviolet B (UVB) by using an anti-glare screen.

Eye Protection Filter

- Glares from your monitors generate two types of glares: specular and diffuse.
- A specular glare is reflected in smooth surfaces and is readily noticed since it has an image, like a reflection in a mirror.
- The diffusing glare is reflected from rough surfaces, such as white paper and has no image.
- Use an anti-glare screen, with 99.9% Extremely Low Frequency (ELF) and Very Low Frequency (VLF) E-field radiation given off the monitor.

Noise

- Try to set up your office in a separate room if possible and away from the rest of the house.

Ventilation

- Make sure you have sufficient fresh air and ventilation.
- Place your laser printer and photocopier vents away from you and use unbleached paper as it is toxic free, and scent free supplies.
- Some household plants will remove benzene, carbon monoxide and formaldehyde from the air.

Chair

- Comfort is personal but should be part of the selection.
- Seat pan design; deep and wide enough.
- Rounded front edge (waterfall)
- Adjustable slope seat
- Able to adjust your chair, to obtain appropriate height.
- Sit back in your chair, with your thighs parallel to the floor.
- Place feet flat on the floor, a foot rocker may be required.

Footrocker

- A foot rocker helps to prevent possible discomfort resulting from outstretched feet.
- The rocking motion creates light activity in the legs and feet and will help stimulate muscles to improve overall circulation.

Keyboard

- Has a palm rest.
- Easily adjusts the angle of the keyboard.
- Easily adjusts the keyboard height.

Document Holder

- A curved back document holder reduces glare.
- Position document holder in line with the monitor to reduce eyestrain.

Monitor

- There should be a direct line from the center of monitor to the "J" key on your keyboard which should line up with your belt buckle.
- Position the monitor at arm's length.
- Make sure that the top of your monitor screen is slightly below eye level.
- A monitor stand may be used to achieve the height.

Monitor Stand

- Allows adjustment of the monitor to the level that is right for you.
- Results in less eye strain, and less neck pain

Mousing

- Support your palm and your wrist in a neutral position.
- Avoid stretching, try to keep your arms close to your body.
- Use the whole arm movement, avoid quick wrist movements.
- Try to use hot keys and keystrokes instead of using the mouse.

Workstation

- Adequate space beneath the worksurface for your legs
- Depth of the worksurface depends on the task and equipment used to perform this responsibility.
- Try to place tasks that are performed regularly within arm's reach.
- Avoid unnecessary reaching and bending which leads to fatigue and possible muscle strains and can reduce efficiency.

- Keep in mind other related tasks in your planning.
- Establish your workflow then design the essential elements to meet your requirements.

Folding Table

- Temporary staging area for those large projects