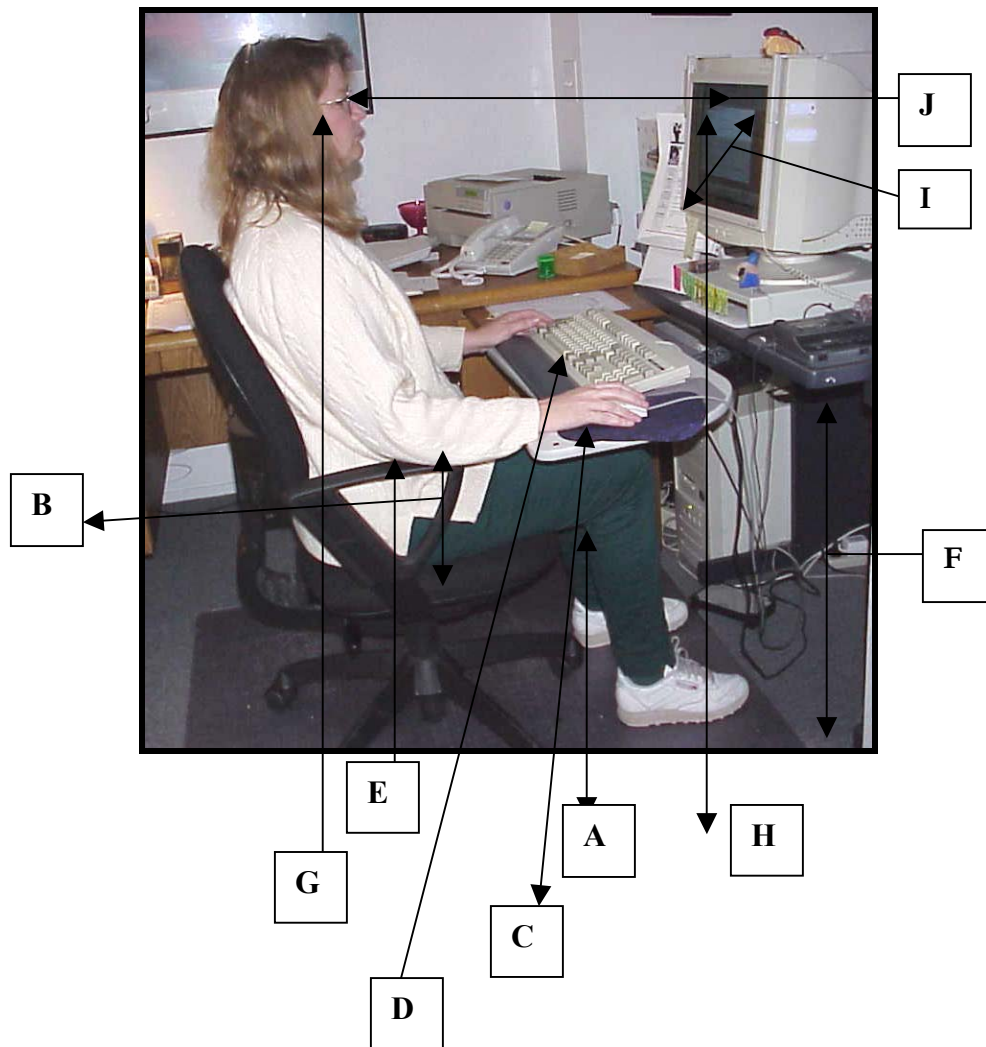


OFFICE WORKSTATION MODEL

This model is to serve as a baseline for measurements and changes to the heights/angles of the furniture and accessories in the workstation relative to the employee's position. Measurements should be taken with the employee seated in neutral, head comfortably over the shoulders, eyes forward, with feet on the floor, hips and knees close to a right angle and the upper arms at a right angle to the forearms and wrists. Other postures such as forward leaning and/or reclining will change the measures and the relative relationship to the work surface and equipment suggesting that the user adjust equipment and furnishings as appropriate.

DIRECTIONS: Fill in the table on the adjacent page corresponding your measurements to the appropriate letters.



WORKSITE INTERNATIONAL WORKSTATION MODEL TABLE OF MEASUREMENTS

<i>Height</i>	<i>*(Neutral) Measurement</i>	<i>**Actual Measurement</i>	<i>***Adjustments made (inches)</i>
A. *Floor to back of knee height (feet on the floor or foot ring if seated on stool)			
B. *Forearm to seat pan height			
C. *Floor to seated wrist height			
D. **Floor to space bar/mouse height			
E. *Floor to seated elbow height			
F. **Floor to work surface height			
G. *Floor to seated eye height			
H. **Floor to monitor first line of type			
I. **Monitor Diagonal			
J. **Monitor Distance to User			

<u>Measurement</u>	<u>Significance</u>
A. Floor to back of knee height	Seat pan height
B. Forearm to seat pan height	Armrest height
C. Floor to seated wrist height	Keyboard should be positioned below fingertips or wrist height or be equal to floor to space bar height.
D. Floor to space bar/mouse height	Equal to floor to wrist height (approx.) or under fingertips
E. Floor to seated elbow height	Armrest height and keyboard tray height
F. Floor to work surface height	Approx. 2" above seated elbow height for desk writing
G. Floor to seated eye height	Equal to first line of type for monitor setting
H. Floor to monitor first line of type	Equal to seated eye height
I. Monitor Diagonal	Determine glare screen size
J. Monitor Distance to User	Visual Comfort (18" to 30" suggested)

*Neutral measurement: With feet on floor, hips and knees at 90° so weight is distributed over buttock and thighs, elbows at 90° to upper arm.

**Actual measurement: Take the measurement of the fixed height surfaces and tools before any changes are made;

***Adjustments made: re-measure to determine the accommodation made to achieve neutral posture.