Computer Workstation Design Standard

Purpose
To ensure computer workstations are designed utilizing ergonomic principles to minimize known risk factors for musculoskeletal disorders and/or physical or visual discomfort.

Requirements
Every new computer workstations constructed as part of a renovation or new construction project shall comply with the following design specifications to minimize risk factors for injuries while using a computer.

Modifications or additions to existing computer workstations shall conform to this policy.

Deviations, such as those needed to accommodate a specific individual, must be approved by the Director, Environmental Health and Safety, or designee.

Computer Workstation Design Specifications

Keyboard Tray
- A keyboard tray shall be installed under the work surface unless items are routinely exchanged across the work surface with individuals who are standing.
- Keyboard trays on office work stations shall be either the HumanScale 6G 900 91 F or Details D62319AMGG.
- Keyboard trays in clinical or laboratory areas shall be the HumanScale 6G 500 F.
- The center of the keyboard tray track shall be at least 20 inches from the right edge of the work surface and at least 16 inches from the left edge.
- If there are routine interactions with people while using the computer, the keyboard tray shall be installed so the user is facing the other person within 30 degrees.

Worksurface with a Keyboard Tray
- The work surface shall be 28-30 inches high and at least 24 inches deep and 36 inches wide.
- Work surfaces shall not be more than 30 inches deep where items are routinely exchanged across the work surface.
- Leg clearance under the work surface shall be at least 24 inches deep, 36 inches wide, and 24 inches high.
- Clearance over the work surface for the monitor(s) shall be at least 56 inches high.
Worksurface without a Keyboard Tray

- The work surface shall be 28-30 inches high, 30 inches deep and at least 36 inches wide.
- Leg clearance under the work surface shall be at least 24 inches deep, 36 inches wide, and 27 inches high.
- Clearance over the work surface for the monitor(s) shall be at least 56 inches high.
- A Kensington SoleMate footrest shall be provided.
- A gel or foam wrist rest at least 2 inches wide shall be provided for use in front of the keyboard.

Chair

One of the following task chair models, as assigned by Planning and Design for the specific workstation location, shall be provided:

- Steelcase Leap: Model No. 46216179
- Steelcase Think: Model No. 46540100
- Steelcase Amia: Model No. 4821410
- Haworth Very: Model No. SCT–20–7115
- Haworth Zody: Model No. SZT–20–721MA1
- Allemuir Clipper: Model No. CL740-MF-4D-TGL

Definitions

Cleveland Clinic Health System – US includes all Family Health Centers, Physician practice sites, Nevada practice sites, Emergency Departments, Urgent Care Centers, Ambulatory Surgical Centers, and regional hospitals reporting to this facility.

Computer workstation – A work area intended for routinely using a computer for at least 2 hours per shift while seated. This includes the walls, panels, work surface, and/or attached hardware that support a keyboard, mouse, monitor, and papers.

Neutral body posture

(www.osha.gov/SLTC/etools/computerworkstations/positions.html)

- Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
- Head is level or bent slightly forward, forward facing, and balanced. Generally it is in-line with the torso.
- Shoulders are relaxed and upper arms hang normally at the side of the body.
- Elbows stay in close to the body and are bent between 90 and 120 degrees.
- Feet are fully supported by the floor or a footrest may be used if the desk height is not adjustable.
- Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- Thighs and hips are supported by a well-padded seat and generally parallel to the floor.
- Knees are about the same height as the hips with the feet slightly forward.

Regulatory Requirement/References

OSHA Prevention of Musculoskeletal Disorders in the Workplace, www.osha.gov/SLTC/ergonomics
OSHA General Duty Clause, Section 5(a)(1)
ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations

Oversight and Responsibility

The Cleveland Clinic Design Standards Committee is responsible to review, revise, update, and operationalize this policy.