

How do I select the Right Workstation?



Selecting 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 work flows through your office in a typical day. It is likely that you'll uncover a number of 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
- Tax Regulations
- Lighting - Protect yourself
- Eye Protection Filter
- Noise
- Ventilation
- Chair
- Foot rocker
- Keyboard
- Document Holder
- Monitor
- Monitor Stand
- Mousing
- Workstation
- Folding Table

Insurance

Insurance should be upgraded to include

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 have to setup near a window make sure your computer sits perpendicular to it, minimize eye-strain 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

Glare from your monitors generate two types of glare, specular and diffuse

Specular glare is reflected in smooth surfaces and is readily noticed since it has an image, like a reflection in a mirror

Diffuse 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

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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 maybe required

Footrocker

A footrocker 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 arms 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

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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 work flow then design the essential elements to meet your requirements

Folding Table

Temporary staging area for those large projects