

Ergonomic Office Standards

| | Preferred | Required* |
|---|-----------|-----------|
| Workstation: | | |
| Adjustable-height furniture | | X |
| If built-in (casework) work stations – Surface height should be 28.5” –29” above finished floor at top of surface | | X |
| Transaction counters should be 40” –41” above finished floor at top of surface. Standing work stations for computer work should be 36” –37” above the finished floor at top of surface. | | X |
| Adjustable-height surface to support shared equipment (copiers, scanners, faxes, printers) | X | |
| Receiving height of support shared equipment should not exceed 54” from the finished floor when sitting on a fixed surface | | X |
| Work station dimension of 6’ x 8’ x 2’ deep, in L-shape (accommodation of single or dual flat panel monitors) | X | |
| Work space desk length – 5’ (per employee) | | X |
| Reach to overhead shelf, cabinet or storage bin should be 54” above finished floor | | X |
| Placement of overhead shelves, cabinets, etc., over PC monitors should be avoided | | X |
| Work surfaces should have rounded edges, such as bullnose or radius | | X |
| No under-desk aprons, skirts or center drawers, to allow for leg clearance | | X |
| File drawer pedestals should be freestanding and mobile | | X |
| Chairs - Reference BJC standard for entity-specific (five casters; back height; back angle, seat angle, seat height to 21” and seat pan depth – all adjustable; casters appropriate for flooring type; fabric specific to clinical/non clinical setting and WS2 [Wipeable Surface 2]) | | X |
| Lighting – Place PC monitor perpendicular to window; under shelf task lighting should not be positioned over or behind monitor; light levels at 45–55 fcs | | X |
| Equipment: | | |
| Height adjustable flat panel monitor | | X |
| Monitor arms must be approved by BJC Ergonomics | | X |
| CPU must be clear of leg space if using under-desk mount | | X |
| Keyboard trays are not typically recommended | X | |
| Headsets are recommended for telephone usage exceeding four (4) hours a day | | X |

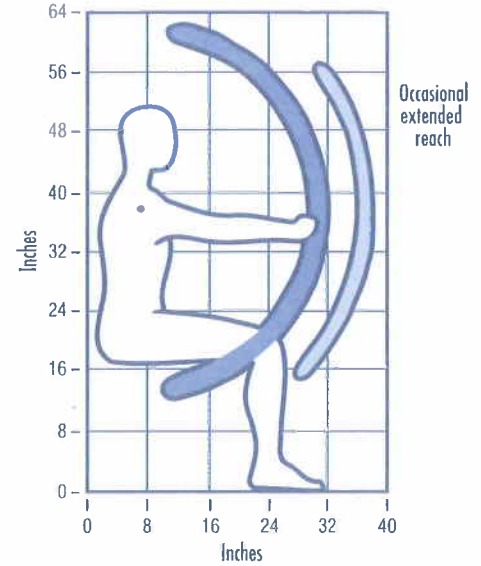
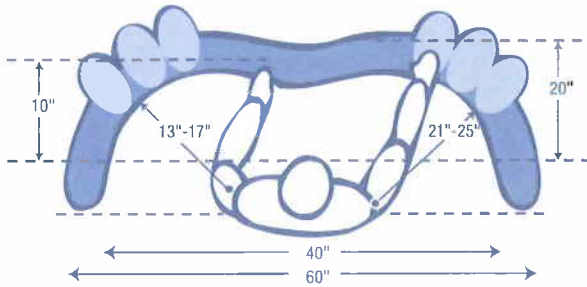
All Design and Construction projects should comply with any applicable Federal and/or State code, ADA requirements or any other requirement in order to accommodate conditions unique to the project. BJC Ergonomic Standards reflect the 5th–95th percentile population.

*Requirement exceptions must be approved by BJC Ergonomics.

NIOSH Recommended Workstation Measurements

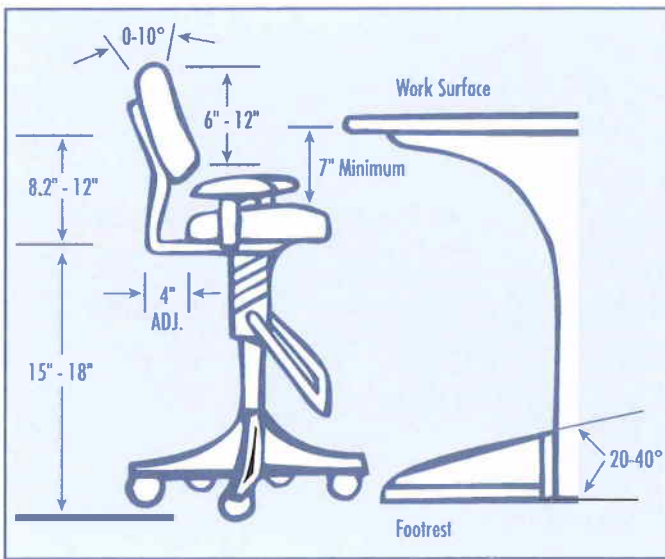
Seated Work

- Primary areas for table top work
- Secondary areas for table top work



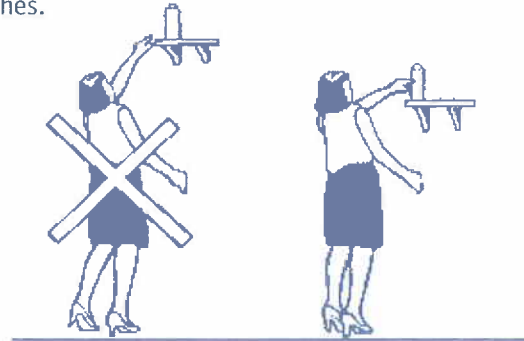
Optimal work surface height varies with the type of work performed.

- Precision work = 31-37 inches
- Reading/writing = 28-31 inches
- Typing/light assembly = 21-28 inches



Standing Work

Shelf heights to which a freestanding person can reach and place a hand flat on a shelf should not exceed 60 inches.



Standing Work

Workbench Heights should be:

- above elbow height for precision work
- just below elbow height for light work
- 4-6 inches below elbow height for heavy work

