

Ergonomic Design Guidelines for Work Environments

The following ergonomic criteria are designed to provide a safe working environment that facilitates the prevention and relief of cumulative trauma disorders.

Deviations from these recommendations are to be reviewed by the Ergonomics Council.

1. Workstations (including reception, admitting, check-in/-out, HUC, and concierge desks, etc.) where user works more than 1 hour at a time:
 - Ergonomic Work Chair (see OHSU Approved Ergonomic Products list available online).
 - Height-adjustable work surface with height range for seated positions.
 - Free-standing, panel-hung, and wall-mounted are all acceptable.
 - Sit to stand range only required for specific applications.
 - Minimum knee space width: 30 inches per user, unobstructed, inside dimension.
 - Minimum, primary work surface depth: 24 inches, preferably with keyboard tray.
 - Where corner work surface is the primary computer work space, the work surface is recommended to have a 45 degree angle with corner sleeve or wedge as designed for current occupant.
 - Keyboard Tray is recommended for existing, non-adjustable work surfaces and where work surface cannot spatially accommodate keyboard.

2. Workstations where user works less than 1 hour, and where use is sporadic:
 - Ergonomic Work Chair recommended.
 - Height-adjustable work surface recommended.
 - Free-standing, panel-hung, and wall-mounted are all acceptable.
 - Minimum knee space width: 30 inches per user, unobstructed, inside dimension.
 - Keyboard Tray is recommended for existing, non-adjustable work surfaces and where work surface cannot spatially accommodate keyboard.

3. Multi-user and/or multi-shift, primary workstations (including reception, admitting, check-in/-out, HUC, and concierge desks, etc.) where user works more than 1 hour at a time:
 - Ergonomic Work Chair (see OHSU Approved Ergonomic Products list available online).
 - Height-adjustable work surface with height range for applicable positions.
 - Electric or torsion bar height-adjustability preferred, crank considered with Ergonomics Council review.
 - Sit to stand range only required for specific applications.
 - Minimum knee space width: 30 inches per user, unobstructed, inside dimension.
 - Minimum primary work surface depth: 24 inches, preferably with keyboard tray.
 - Where corner work surface is the primary computer work space, the work surface is recommended to have a 45 degree angle with corner sleeve or wedge as designed for current occupant.

- Keyboard Tray is recommended for existing, non-adjustable work surfaces and where work surface cannot spatially accommodate keyboard.
4. Standing workstations (Ex.: lab bench, cashier, concierge)
- Ergonomic Work Chair (from OHSU Approved Ergonomic Products list available online), stool, or sit/stand (leaning) stool, as appropriate.
 - Stool must have foot ring and meet same ergonomic criteria as the approved chairs.
 - Work Surface
 - Preference for adjustability.

Resources and Contacts

- Design services and product information? Contact Kristine Abrahamson (4-0215), EHRS, or Denise Davis (4-2283), F&RE Design.
- Ergonomic Work Chair Criteria and Approved Ergonomic Products List. (Available at: <http://www.ohsu.edu/xd/about/services/integrity/ehrs/safety/gen/ergo.cfm>)

Revised: July 1, 2009