

## Ergonomics - Keyboard

The keyboard is the main input device for a computer workstation. Most staff at TRU has access to a computer. It is therefore important that a user understands how to make sure that it is in the correct location to prevent injury.

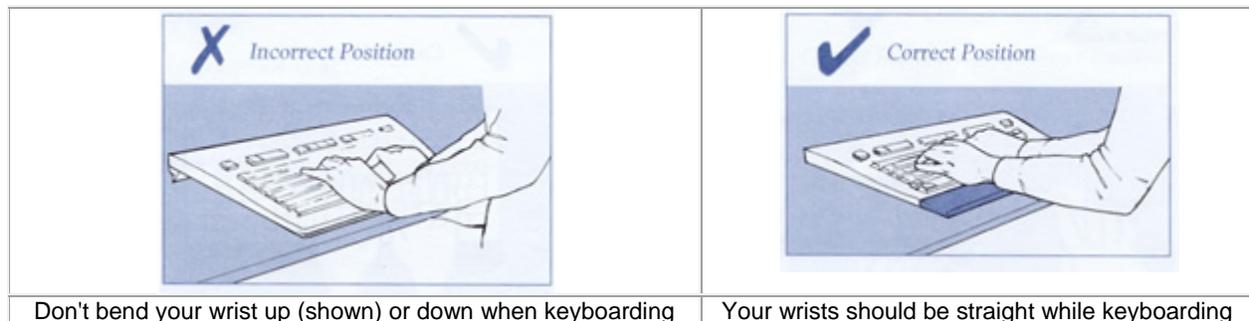
Most TRU keyboards have a dished profile when looking at the keys from the side. There are another 2 common types available which can be tried if you experience finger or wrist pain. At the moment "ergonomic" keyboards - these are split and/or angled are not purchased by TRU. If you are experiencing any pain when keying please contact OH&S at 5139 so that the problem can be discussed.

Keyboards should be light to allow for easy movement but at the same time sit on the worksurface without moving about. If the rubber feet have come off the base of the keyboard allowing it to move please contact [Information Technology Services](#)(6800) for replacements. There should be no glare off the keyboard - which is why most are a neutral gray colour.

Ideally the mouse should be on the same level as the keyboard tray (and not on the desk above and to the side of the tray as is often seen). If your arm is stretched to use the mouse muscle fatigue is increased. If there is **not** enough room a rest or support could be attached to the tray.

More information about the mouse can be found on the [mouse](#) page of the ergonomics site. If there is enough room an extend keyboard tray which will accommodate both the keyboard and the mouse pad can be installed by [Facilities](#) or phone local 5388.

When keying, the wrists should be straight (neutral position). This position is comfortable and reduces the risk of injury.



Your wrists should be in a neutral position when they are on the middle row of the alphabet keys. This can be done by either adjusting the keyboard using the legs on the base of the keyboard or by adjusting the chair. Most keyboards

have this adjustment. Normally they need to be folded flat to prevent bending your wrists. An alternative method is to adjust the chair up or down to achieve the height required ensuring your wrists to be straight when resting on the middle row of letters. Some of the keyboard trays allow you to adjust the height by moving them to the desired position.

Wrist rests are used to prevent contact with the worksurface. A rounded edge surface will minimize injury in these circumstances.

