



UBC Ergonomics Guidelines for Computer Workstations

Category	Guideline	✓
Support	Contact UBC’s Ergonomics Program: 2-9040 or ergonomics.info@ubc.ca	
Desk Depth	Depth of usable computer work surface is ≥ 30 ". Desks that are 24" deep are not ideal but can be acceptable if a keyboard tray available. Depth refers to usable space. It does not include portions of a desk under a transaction counter.	
Height Adjustable Desks	Height Range: 22.6" to 48.7" is preferred. At minimum, the desk should go down to 25" Height adjustable desks are preferred; if it is not possible to purchase individually, consider providing at least one as a shared resource. Refer to UBC’s ergo purchasing guidelines for more information and examples of height adjustable desks.	
Fixed Height Desks	Height: 28.5". If possible, allow flexibility (e.g. panel hung) so that the desk height can be adjusted between 26 and 32" and/or provide option for keyboard tray and ensure installation is possible.	
Pedestal	Consider mobile pedestal with 1-box/1-file; this will allow desks to be positioned lower than the standard 30", and will allow users to change between right and left-handed configurations.	
Desk Width	Preferred: ≥ 60 "; minimum: ≥ 36 " width	
Depth under desk	≥ 23.5 " deep X ≥ 28 " width for leg clearance. Ensure that stability bar and shelves do not interfere with knee clearance.	
Keyboard tray	≥ 26 " width (sufficient space for keyboard and mouse). Mouse level ¹ with keyboard; no knob height adjustable; removable palm rest. Keyboard trays do not have to be installed at each workstation but users must have the option if working on a fixed height desk.	
Chair	Refer to UBC’s ergo purchasing guidelines for more information and examples of chairs.	
Monitor	Height and tilt adjustable. Monitor arms that allow monitors to be positioned low will be needed for those with bifocals, touchscreen technology and/or monitors that sit high on the desk (e.g. Mac monitors).	

¹ Articulating swivel up mouse platform may be acceptable if it keeps mouse close and is easy to switch between the right and left



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Lighting & glare	Provide sufficient blinds with user control. Position monitors between banks of lights (not directly under lights) & perpendicular to window (reduce glare). For artificial lighting, use indirect lighting, 75 to 300 lux (CSA Z412-17), 3500K or variable temperature, and matte or non-reflective walls and desks to limit glare.	
Access to Electrical	To the extent possible, provide convenient access to power, preferably at desk level when this will not interfere with daily use or future configurations (consider that a height adjustable desk may be installed at a later date).	
Reception Desk	Design to allow staff and customer to be at the same height (both seated or both at standing height with a higher chair available for staff).	
Training	Refer to UBC's ergo workshops for live and online courses.	
Office Ergo Rep	Departments should have at least 1 Office Ergo Rep to assist with initial set up	