

## Ergonomics – Office Ergonomics made easy.

Here's a quick, easy approach to adjusting your work station so that it's more comfortable and safer on your body -



### **CHAIR**

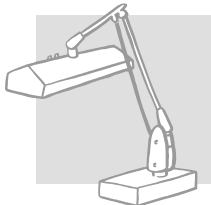
- Adjust the height of the chair's seat so that thighs are horizontal, feet rest flat on the floor, and arms and hands are comfortably positioned at the keyboard. If the chair is too high, use a footrest. This takes pressure off the back of the thighs.
- Armrests should be adjustable, up/down and inward/outward, and padded
- Adjust the backrest so that it supports the lower back and fits the curvature of the spine. Seat pans should be adjusted for proper slope and comfort.
- Seat cushions should be firm, not soft
- Utilize chair mat to decrease carpet resistance and provide more maneuverability

### **Computer Monitor**

- Adjust the display so that the top of the screen is slightly below eye level when sitting at the keyboard. The top of the screen should not be above eye level
- Position the screen to minimize glare and reflection from overhead lights, windows, and other light sources. Place the screen so that windows are not directly in front of or behind the employee when seated
- Set the contrast or brightness of the screen at a comfortable level. (This may have to be done more than once a day, as the light in the room changes.)



### **Desk Lighting**



- Close the drapes or adjust blinds to reduce glare.
- Adjust desk lamp or task light to avoid reflections on the screen. Light sources should come at a 90 degree angle, with low watt lights rather than single high watt.
- The task lighting should not be less than light at screen.
- Reduce overhead lighting (where possible) by turning off lights or switching to lower wattage bulbs.
- Use indirect or shielded lighting where possible.
- To limit reflected glare, walls should be painted a medium or dark color and not have reflective finish

### **Document Holder**

- Position document holder close to screen and at the same level and distance from the eye to avoid constant changes of focus.
- Rotate position of document holder to opposite side of screen periodically.



### **Work Smart & Consider Posture**

- The head should be straight and balanced over the spine while looking forward at the screen.
- Elbows should be bent at 90 degrees when hands are on keyboard.
- Wrists should be in a neutral position. Use wrist rests at the edge of the keyboard for support. Keyboards should be slightly sloped at about 10-15 degrees
- Use a backrest for support in lumbar (lower) area of back.
- Feet should rest flat on floor or a footrest should be used.