OFFICE ERGONOMICS CREATING AN ERGONOMIC WORKSTATION



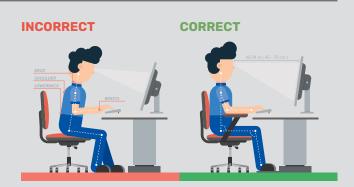
CHAIR SELECTION AND SETUP

Selecting the right ergonomic chair for your workstation will help you work comfortably – and reduce back and neck strain and injury. Ideally, your chair should include:

- Vertical adjustments on a five-point base.
- Proper body positioning adjustments so that knees can be at or below hip level with feet resting flat on the floor or on a footrest.
- An adjustable lumbar (low back) support with a backrest that provides adequate support.
- A seat pan with adequate width and depth for a good fit.



- A seat pan with forward and backward adjustability.
- A seat pan with a rounded front that does not pressure the back of your knees and legs.
- A cushion providing sufficient comfort.
- Armrests (if any) that support your forearms but do not interfere with the swivel or movement of your chair.



- Position the screen to eliminate glare glare can cause you to assume an awkward posture to read the screen, and cause eye strain.
- Place monitor at a right angle or away from windows and task lights to avoid glare and bright light directly behind the screen. If at a window, have the back of the monitor facing the window not the screen; add curtain or shade to window if needed.

MONITOR SETUP

Setting up your monitor(s) properly will help you eliminate uncomfortable twisting of your head or neck.

- Locate the monitor directly in front of you.
- Line up the top of the monitor at or slightly below eye level (0 – 30 degrees). If you wear bifocals or trifocals, the monitor may need to be positioned lower so that you do not have to tilt your head up to view the screen.
- Place the monitor at approximately an arm's length away from you. You should be able to read the screen without bending your head, neck or trunk forward or backward.

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DUAL MONITOR SETUP



- Determine the amount of time you use each monitor.
- If both monitors are used an equal amount of time, set the monitors next to each other. Where the monitors meet should be directly in front of you. Angle them in a slight "V" shape.



- If you are using one monitor as primary, position it directly in front of you and place the secondary monitor to the right or the left at about a 30-degree angle to the primary monitor.
- Use monitors that are the same size and height.

KEYBOARD AND MOUSE SETUP

Positioning your keyboard and mouse correctly will help you reduce wrist and shoulder pain.

- Position the mouse and keyboard in front of you. If the keyboard and mouse are positioned to the side, you will twist your body to use them putting a strain on your torso and shoulders.
- Position the mouse and keyboard around elbow height. With the mouse and keyboard at the same height as your elbows and forearms, the shoulders can fall relaxed by your side.
- Place mouse and keyboard on the same level surface and so you don't need to stretch to use them. Position the keyboard about 2 inches from the front edge of the desk and mouse roughly in line with the keyboard, leaving enough room to support your wrists.
- Allow for a neutral wrist position when positioning the keyboard, so your hands are in a straight line with forearms (not bent up, down or sideways).
- Rest your hands and wrists when not typing. You should be relaxed. Hovering over the keyboard when not typing will put unnecessary strain on your arms and shoulders.
- Ensure that the surface your arms and wrists rest on is free of sharp or hard edges. Using a wrist rest / pad for your keyboard and mouse will help support your wrists.

