



Office Ergonomics Tips

The key to ergonomic awareness is to understand how to make your workstation fit your body. This sounds great, but what does it mean? It's all about Neutral Postures.

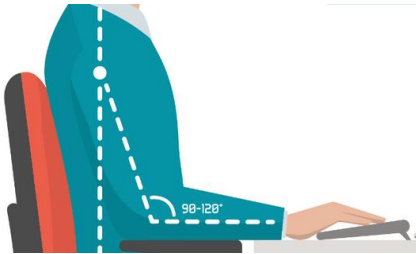
In an office environment, neutral postures happen when you can work with your body aligned while sitting or standing and you're able to reduce awkward postures to your arms, wrists, legs, back, and neck. This significantly reduces stress to your muscles, tendons, nerves, and bones.

During this *Safety Talk* we'll cover each of the primary body parts and provide guidance on how you can set yourself up at work or home.

ARMS & WRISTS

The first step is to figure out the best position for your arms.

Neutral Posture: Arms close to the body, shoulders relaxed, elbows bent about 90°.



How?

- Adjust chair height and/or keyboard height to allow for 90° elbow bend.
- Minimize reach by moving keyboard and mouse close to the body.
- Keep wrists straight and use wrist pads to protect from hard surfaces.

LEGS

Neutral Posture: Thighs and feet are parallel to the floor. Knee bend about 90°.



How?

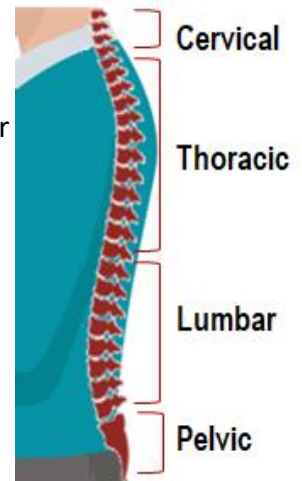
- Adjust chair height but remember to keep your proper arm position.
- If the chair must be raised to maintain the arm position, use a footrest to maintain a 90° knee bend.

BACK

Neutral Posture: The neck/cervical area is aligned with lumbar support and minimal twisting in the trunk.

How?

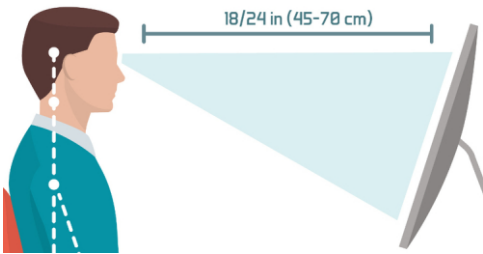
- Adjust chair's backrest and lumbar support to be able to relax into the backrest while maintaining an upright position.
- If the back rest is not adjustable, use a lumbar support pillow.



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NECK

Neutral Posture: Neck is relaxed with minimal bending up or down and side-to-side.



How?

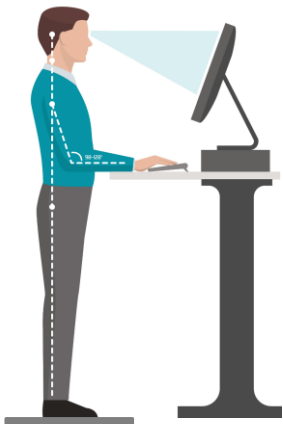
- Top of the monitor should be around eye level and slightly titled.
- When using a laptop, try to use a separate monitor or use a laptop riser to bring the monitor higher and use a separate keyboard and mouse.
- Avoid cradling the phone. Use a headset or speaker option.
- When viewing your cell phone try to reduce your neck bend. A 60° neck bend places 60 lbs. of pressure on your spine.



STANDING WORKSTATION

Sit-Stand workstations allow employees to vary their posture throughout the workday. If you use a standing workstation, ensure you:

- Maintain arms close to the body, shoulders relaxed, and elbow bend at 90°
- Maintain monitor height at eye level and slightly tilted.
- Use an anti-fatigue mat to reduce leg and back pressure.



WORKSTATION

Organize your work area to minimize twisting and overreaching.



How?

- Position the keyboard, mouse, and monitor(s) in-line with the body.
- When using other types of equipment (10-key, automatic stapler, etc.), remember to position close to your body.
- When reaching overhead for binders, supplies, etc. consider standing and move toward the items.

THE IMPORTANCE OF RECOVERY TIME

Regular movement is critical! Each time we move from a stagnant position, even for a few minutes, our body starts to circulate blood and provide important nutrients to our muscles, ligaments, and tendons.

Find opportunities to stand and move:

- Quick stretch at your workstation
- Bathroom break
- Walking to the printer
- Walk during your break(s)

Stay hydrated helps to:

- Keep joints lubricated
- Deliver nutrients to muscles, ligaments, and tendons.

