

OFFICE ERGONOMICS AT A GLANCE

MONITOR

Adjust distance and height. Top of monitor at eye-level and slightly tilted.

ARMS

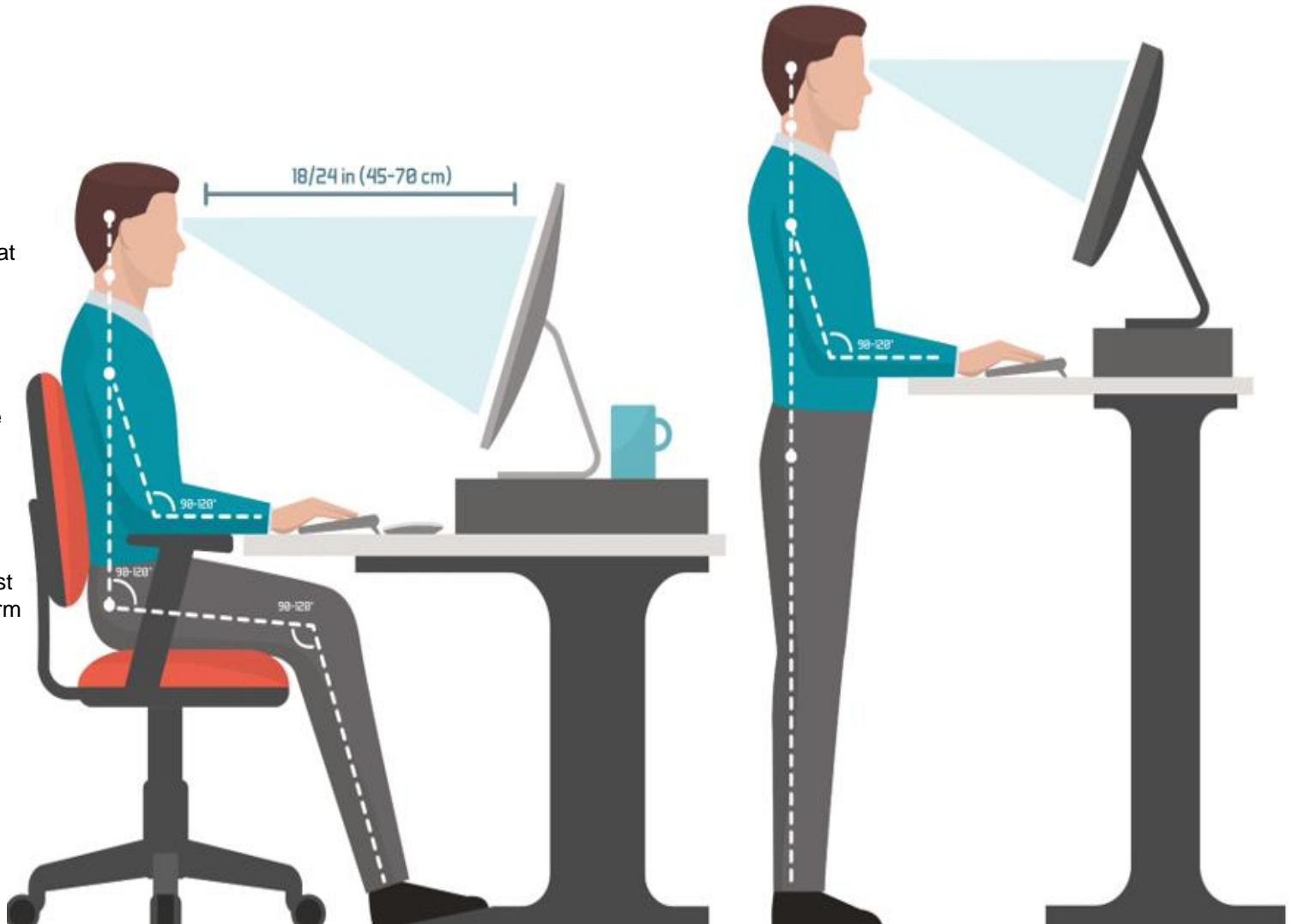
Relax shoulders, forearms parallel to the floor. Minimal bend at the wrist.

CHAIR

Adjust backrest to support the back. Adjust height to support the arm and leg positions.

LEGS & FEET

Parallel to the floor. Use footrest if needed.



ERGONOMICS AT A GLANCE



NEUTRAL POSTURES

- The body is aligned and balanced while sitting or standing.
- Reduces stress to muscles, tendons, nerves and bones.
- Reduce bending, reaching, pulling, twisting

ARMS & WRISTS

Arms should be close to the body, shoulders relaxed, elbows bent about 90°:

- Adjust chair height and/or keyboard height to allow for proper elbow bend.
- Minimize reach by moving body close to the keyboard.
- Position mouse close to the keyboard and on the same plane.
- Use wrist pads to protect from hard surfaces.
- Minimize the use of a laptop keyboard and touch pad.

LEGS

Thighs and feet should be parallel to the floor. Knees bent about 90°.

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

BACK

The neck/cervical area should be aligned with lumbar/lower back.

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

NECK

The top of monitor should be around eye level and slightly tilted. Minimal neck bend up/down, side-to-side.

- Adjust monitor to minimize raising/lowering neck.
- Minimize the use of a laptop screen.
- Avoid cradling phone. Use headset or speaker option.

WORKSTATION

Position keyboard, mouse, and monitor(s) in-line with the body. Organize work area to reduce reaching.

SIT/STAND WORKSTATIONS

Sit-stand workstations allow employees to vary their posture throughout the workday. Maintain the same arm, wrist, and neck positions.

RECOVERY TIME

Regular movement is a crucial factor. 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.

- Find opportunities to stand and move, such as a quick stretch at your workstation, bathroom breaks, walking to the printer, walking during your break(s).
- Stay hydrated. Hydration keeps joints lubricated and delivers nutrients to muscles, ligaments, and tendons