

Ergonomic Issues

Creating a good working environment is important to protecting your health. Rearrangement, adjustment or modification of the existing items in your work environment can fix many ergonomic problems.

Three key elements to remember while at your workstation are **posture, position, and time.**

Here are a few simple steps you can do to prevent injury:

- Adjust your chair to the proper height (knees at a 90 degree angle with feet flat on the floor).
- Keep arms in a neutral position (close to your body, elbows bent). Do not bend wrists up or down. Have your mouse at the same level as your keyboard.
- Have your monitor in the proper position and distance for reading comfort. Your monitor should be placed so that the top of the screen is at eye level and approximately 18-28 inches away from you. Remember to adjust screen position so that you are not tipping your neck back to read from the lower part of your eyeglasses.
- Use a document holder at the same height as your monitor.
- Arrange your desk to avoid overreaching for the phone, etc.
- Take breaks from the computer every 30 to 60 minutes to avoid fatigue.
- Take exercise breaks every one to two hours to do the recommended stretching and gentle exercise (See [Office Ergonomic Guidelines](#)).
- Apply the principles of posture, position and time to leisure activities, such as: driving, needlework, crafts, woodworking, auto mechanics, and your home PC.

Health Services has guidelines to assess you in your work environment. For additional information or questions, call the staff on extension 3912.