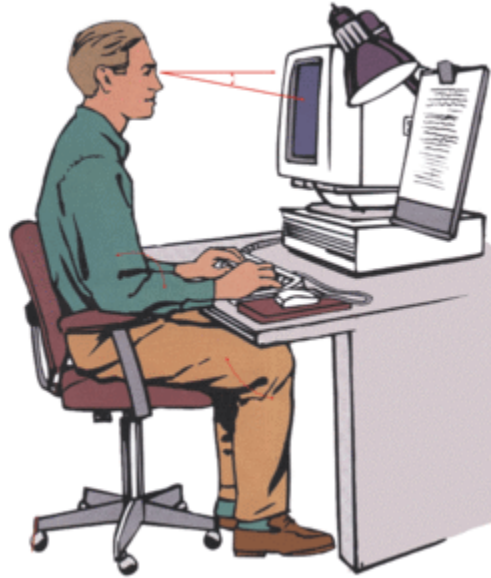


Office Ergonomic Guidelines

Ergonomics is the study of workstation design and job tasks to provide safety and comfort for the user. By understanding how repetitive movements, poor workplace design and awkward postures contribute to physical discomfort, workstation and environmental adjustments can be made, and injuries to the back, neck, shoulders, and wrists can be avoided, and eye strain can be reduced. Prevention is the key to avoiding workstation health problems. Since it is not always possible to design the perfect workstation, adjustments can be made to adapt traditional office furniture allowing the user to work comfortably and safely.



Desk - The height of the desk should allow the arms to be relaxed and loose at the sides, forearms and hands parallel to the floor. When using the keyboard, the wrists should be in a level or neutral position. The feet should be flat on the floor.

Chair - The chair should be comfortable and adjusted to the height of the user. Sit far enough back so that the edge of the chair does not press on the back of the knees. Use the lever to tilt the chair to the most comfortable position. The thighs should be at right angles to the body, and the arms and hands parallel to the floor.

Screen - The screen should be directly in front of the user. It should be adjusted so that the top is no higher than eye level. The recommended distance to the screen is 18 to 30 inches. Use a document holder on the side, level with the monitor. Screen filters to reduce glare are useful, or try positioning the monitor so there is no glare from window or ceiling light. The brightness of the monitor can be adjusted to avoid glare.

Keyboard - The position of the keyboard should allow the wrists to be straight, not in a bent position. A wrist pad may be necessary to allow the wrists to be in the desired neutral position. The wrist rests are for resting only. The desired position is away and with a negative tilt. The upper arm and forearm should be at a right angle when hands are on the keyboard. Avoid heavy strike force when entering data.

Mouse - The mouse should be at the same level as the keyboard, at right or left side, depending upon the user. The roller type can help avoid the repetitive finger movement that is required with the finger-controlled type of mouse.

Exercises-

- Take frequent breaks away from the PC and perform other tasks.
- While sitting at the PC:
 - Slowly turn the head to the left as far as is comfortable and hold three seconds; repeat it to the right.
 - Drop chin to chest, then tilt head back as far as possible.
 - Roll shoulders forward and backward, using a circular motion.
 - With arms extended in front, raise and lower hands several times.
 - Rotate hands, first to one side and then the other. Grasp fingers and gently bend back wrist. Make a fist, hold and then spread fingers as much as possible. Massage inside and de of hand with thumb and fingers. Pull thumb down and back until you feel stretch.
 - Grasp raised arm below elbow and pull gently toward opposite shoulder.

Contact Health Services, extension 3912, for assistance.