

Ergonomics (er·go·nom·ics): Designing and arranging people and equipment to interact efficiently and safely.

Ergonomic risk factors: awkward posture, high force, and high or long task frequency

Body parts affected: hands, wrists, shoulders, neck, back, eyes and legs

Prevention

Stretching, changing positions, getting up and away from the work area. Periodically stretch arms, shoulders, neck, wrists, waist, lower back and eyes.

Workstation Design

Chair

Should support spinal curves. Adjust chair height so feet rest flat on the floor or on a footrest, thighs are parallel to the floor. Adjust armrests so arms gently rest on them with shoulders relaxed.

Key Equipment

Keep equipment as telephone, stapler or printed materials close to the body to minimize reaching. Stand up to reach anything that can't be comfortably reached while sitting.

Keyboard and Mouse

Place mouse within easy reach and on the same surface as the keyboard. While typing or using mouse, keep wrists straight, upper arms close to the body, and hands at or slightly below elbow level. Use keyboard shortcuts to reduce extended mouse use. Adjust mouse sensitivity to use a light touch to operate it.

Telephone

Place phone on speaker or use a headset rather than cradling the phone between the head and neck.

Footrest

Use a footrest if the chair is too high to rest feet flat on the floor or the desk height requires raising the chair height.

Desk

Ensure there's clearance for knees, thighs and feet under the desk. Desk may need to be raised with blocks under the legs if it is too low or raise the chair or use a footrest. The edge could be padded or use a wrist rest if desk has a hard edge. Please do not store items under the desk.

Monitor/s

Place the monitor directly in front of the body, about an arm's length away. The top of the screen should be at or slightly below eye level. The monitor should be directly behind the keyboard. Lower the monitor an additional 1 to 2 inches for better viewing if wearing bifocals. Place monitor/s so that the brightest light source is to the side. Place the monitor used most often directly in front as if it was a single monitor and place the secondary monitor on one side at an angle.