Office ergonomics

Introduction:
Office ergonomics is important to keeping employees feeling good.

What is office ergonomics? It is fitting the workstation to the person rather than fitting the person to the workstation. Getting the right fit in the chair, work surface, keyboard, mouse and computer screen will reduce the risk of soft tissue injuries and discomfort. You can stay healthy by knowing the hazards to look for and the safe work methods to follow.

Hazards to watch for:
- Sitting forward in your chair.
- Pressure on the front edge of the thigh.
- Wrist at an angle while typing and mousing.
- Wrists resting on a hard and/or sharp surface while typing.
- Arm out stretched in front or to the side while typing or mousing.
- Head bent forward while reading printed material or viewing the computer screen.

Safe procedures:
- Adjust chair height to achieve approximately a 90 degree angle at the knee.
- Adjust the chair seat height and/or keyboard and mouse heights to allow for approximately a 90 degree angle at the elbow.
- Use a footrest if feet cannot rest flat on the floor. This supports the low back and takes pressure off of the under thigh.
- Adjust the chair backrest to support the low back in a neutral/comfortable posture.
- Set monitor/screen top edge to about eye level.
- Use a document holder to read and type from.
- Computer monitor should be approximately an arm’s length away.
- Use a keyboard and mouse wrist rest.
- Stretch or change positions regularly.
- Use a headset for prolonged or frequent phone use.
- Take visual breaks, focus eyes to an object about 20 feet away.
- Center monitor in front of the keyboard. If using multiple monitors, center the monitor you are using by moving it or by moving your chair and adjusting the workstation if necessary.

In conclusion:
Reduce fatigue and improve health and safety by practicing good posture and neutral body positions. If you have discomfort or questions, talk to your supervisor.

Use the attached “Workstation setup diagram” as a guide.
Ergonomic workstation setup

1. Workstation adjustments:

**Sitting:** chair adjustments are made so work can be performed with good postural alignment. Neutral posture when seated, is:

- Feet are resting comfortably on the floor or on a footrest
- Thighs are fully supported by chair seat
- Hip angle is 90 to 110 degrees with knees slightly lower than hips
- Chair backrest supports the natural curve of the back
- Elbows rest comfortably at one’s side
- Wrist are straight/flat.
- Head is centered over the neck and shoulders

**Standing:** desk adjustments are made so work can be performed with good postural alignment. Neutral posture when standing, is:

- Feet are resting comfortably on the floor
- Knees unlocked
- Elbows rest comfortably at one’s side
- Wrist are straight/flat.
- Head is centered over the neck and shoulders

2. Work tools (i.e., keyboard, mouse, telephone, etc.) are positioned within easy reach so elbows rest comfortably at one’s side when keying and mousing

3. “Cradling” the telephone handset between one’s shoulder and ear should be avoided. Consider using a headset or speaker option.

4. Monitor(s) and document holder should be positioned to allow neutral posture of one’s head and neck.

- Top of monitor(s) is/are at brow height or lower if bifocals are used
- Center monitor in front of keyboard
- Document holder is in-line with or adjacent to monitor

5. Frequent change of position, movement and/or stretching is the optimal way to maintain energy, form and productivity.

![Diagram of ergonomic workstation setup](image-url)