

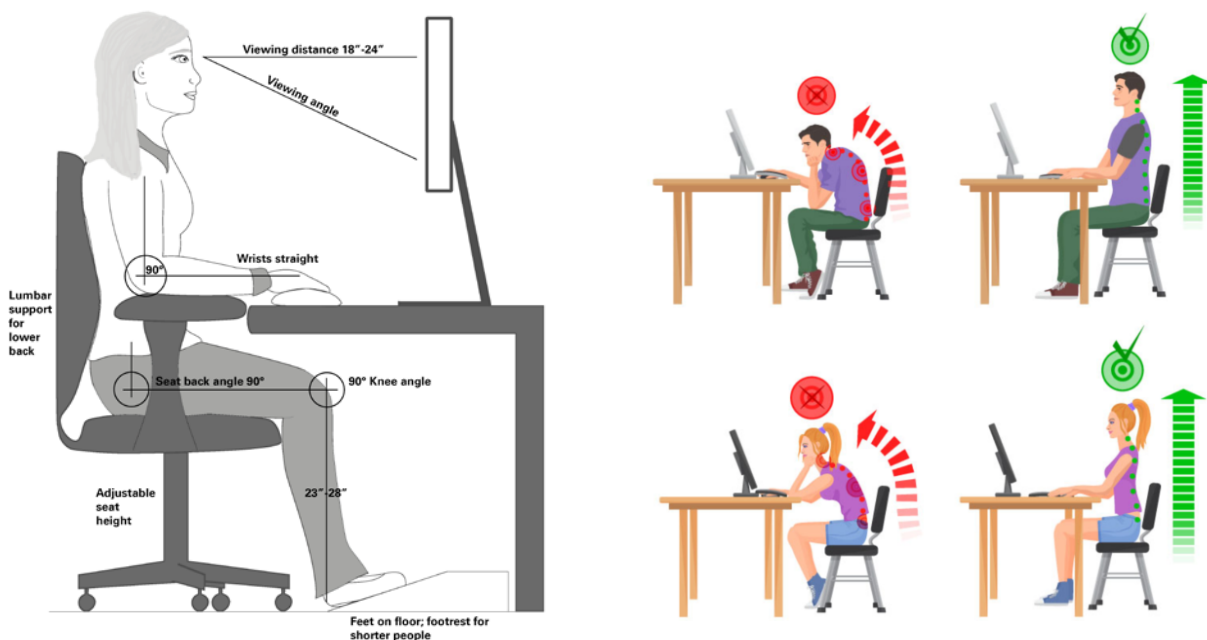
## OFFICE ERGONOMICS REMINDER SHEET

**GOAL:** To help you remember how to set up your workstation to allow you to work in an ideal manner. If you are telecommuting, your home office should be set up using the same basic ergonomic principles as a work office.

- Your thighs should be 90 degrees horizontal to, and lower legs 90 degrees vertical to, the floor.
- Your chair seat height should be level with the back of your knee when your feet are on the floor. You should measure from your footrest instead of the floor if using a footrest.
- Your upper arms should hang 90 degrees vertical to, with forearms 90 degrees horizontal to, the floor. Your elbows should also be close to your body.
- You should keep your wrists straight or in a neutral position, and not anchor or rest them on anything.
- Your back should be upright (or slightly reclined), and not twisted.
- Your feet should be 90 degrees horizontal to lower legs.
- Your line of sight should be between horizontal (straight ahead) and 35 degrees below horizontal.

Remember, your body is meant to move. You can do this even when you are sitting. You can adjust your station throughout the day to allow for subtle changes in the angles at the ankles, knees, hips, wrists, elbows, shoulders and neck. This can also be accomplished through leaning back in the chair and stretching the legs out. Implementation of a stretching program also provides this change in movement.

Use this picture to remind you of “The Goal.” Can you get your workstation to look like this? Print the full-size graphic on page five to hang in your workspace to remind you how to set up your surroundings in an ideal manner.



# GENERAL WORKSTATION LAYOUT TIPS

Here are some detailed points to help you evaluate your workstation layout.

## Chair

- Sit in a chair that is comfortable and adjustable – For short sits, a dining chair or wooden chair will provide comfort, but the lack of padding and lumbar support can lead to significant discomfort over time. If you want to add some lumbar support, roll a towel and place it between your chair and lower back.
- *Adjustable office chairs* are highly preferable to dining chairs and stools as they allow customized support.

## Keyboard

- Your keyboard should be located at an appropriate height and angle to maintain neutral up right posture, with your arms relaxed at your sides, with 90 deg angles at the elbows and straight wrists.
- Do not anchor your wrists on the wrist rest. Remember, the “wrist rest” should be used only when resting and *not* when keying!

## Mouse

- Position your mouse about the same level as your elbow so that you can access it with a straight wrist.
- If using the mouse for long periods, your forearm or elbow should be supported.
- If using a keyboard tray, it should be wide enough to place the mouse on. The mouse and keyboard should be at the same height.
- Rest fingers on the mouse buttons rather than holding them in the air and do not hold the mouse too tightly.
- The mouse should be placed directly in front of your operating hand.

## Monitor

- If you spend most of your time viewing the computer screen then it should be placed directly in front of you.

- The height of the monitor should be positioned so that when you are sitting upright, looking forward you can read the entire screen without any excessive neck movements.
- The monitor tilt should be adjusted to minimize glare.
- If you wear bifocals or trifocals, you should place the monitor 5- 10 cm below your line of sight to allow you to view the screen through the bottom half of your glasses while maintaining a neutral neck posture.

## Documents

- If your primary task is data entry then your documents should be located directly in front of you. A document holder can help decrease neck and eye strain.

## Telephone

- If you use the telephone frequently, it should be placed close to you. You should locate it close to the hand that will pick up the receiver.
- If you need to use the telephone and computer at the same time then a headset or hands free mode should be used.
- Do not cradle the telephone between your shoulder and ear when required to use both hands on another task.

## Reach Zones

- All items should be placed within a comfortable reach.

## Printers and Scanners

- If used frequently it would be ideal to have it close by.
- If used infrequently getting up to go to a printer provides a good change of posture.

## Note:

- If you have a laptop, it is recommended to use an external keyboard and mouse for your laptop. Using a laptop keyboard throughout the day forces awkward postures.
- If you need a foot rest, you might be creative using what you have available at home (e.g., an appropriate size box or plastic bucket can be used).

# STRETCHES TO PREVENT ERGONOMIC PROBLEMS

**GOAL:** To help you stretch and move in a way that will ease tension caused by working at a computer for long hours, helping you avoid developing ergonomic issues.

**REMEMBER:** Breaks and getting a little exercise each day is good for the body and mind during this stressful time.

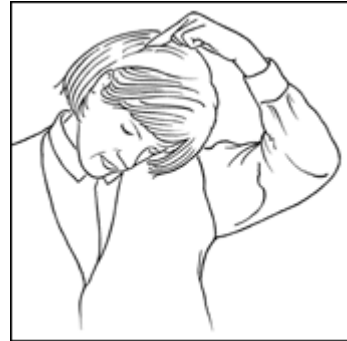
Neck



Pull head to right side.

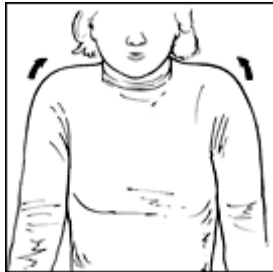


Pull head forward.

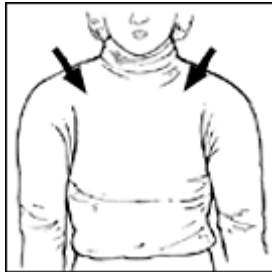


Pull head to left side.

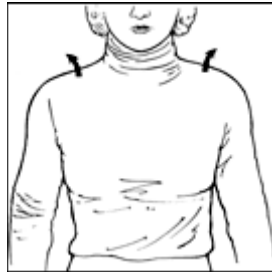
Shoulder Stretches



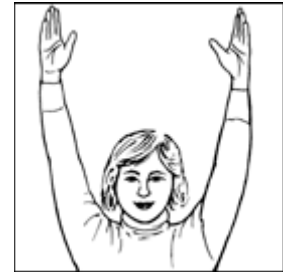
Shoulders up.



Shoulders forward.



Shoulders back.



Arms up!



Stretch arms up and forward.



Stretch arms up and back.

Arm Stretches



Stretch opposite arm.



Stretch arm behind you.

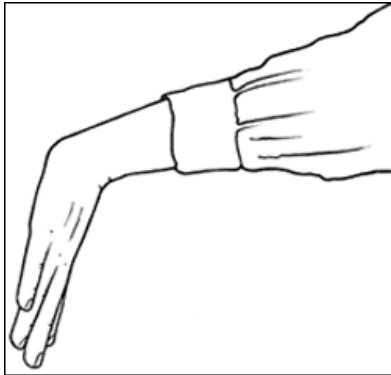


Stretch elbow in and back.

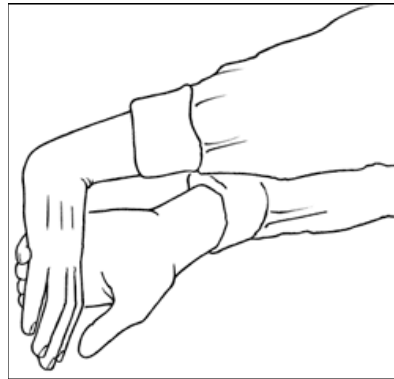
**Helpful Tips:** Remember to breathe during the stretch. Perform the stretch in a slow, controlled manner. Stretch to the point you feel mild tension. Stretches can be performed during a microbreak 1-3 times per day. Drink water to ensure proper transport of nutrients to muscles and tendons.

# STRETCHES TO PREVENT ERGONOMIC PROBLEMS

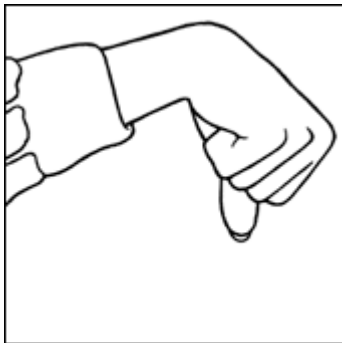
## Wrist Stretches



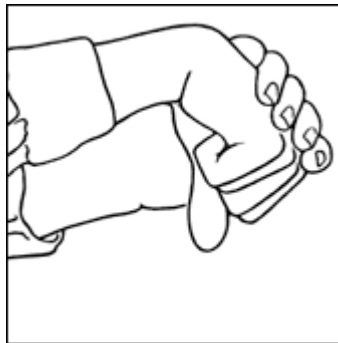
Bend wrist back with elbow straight.



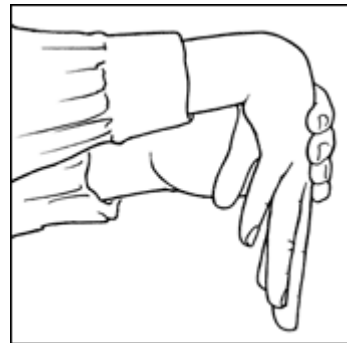
Stretch wrist back—gently.



Bend down, elbow straight.

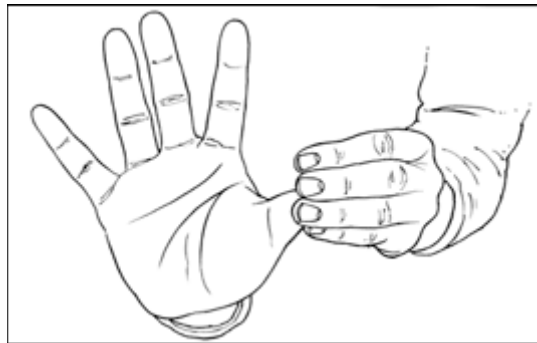


Stretch wrist down.

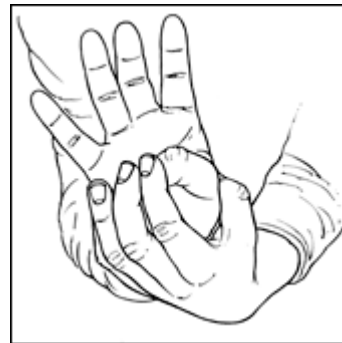


Open hand and stretch.

## Hand Stretches



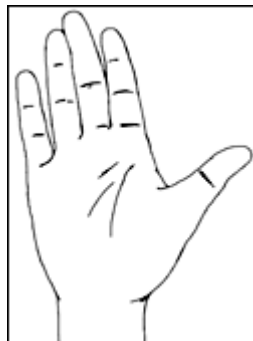
Straighten out thumb.



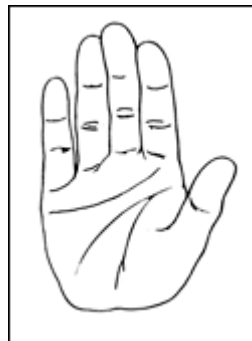
Bend wrist across palm.



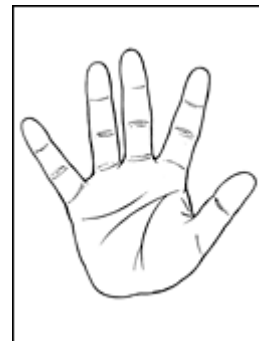
Make a fist.



Straighten fingers.



Pull fingers together.

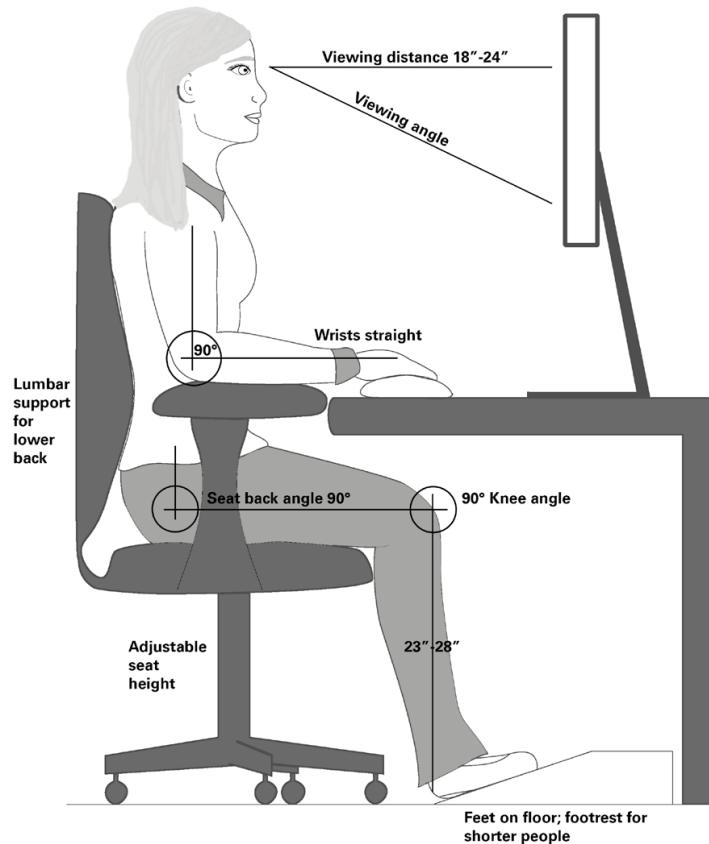


Spread fingers apart.

## ERGONOMIC WORKSTATION GOAL

### Performance Tips:

- Take my stretch break.
- Get up once every hour.
- Relax my hands while utilizing the mouse.
- Sit fully back in my chair.
- Eat lunch away from my desk.
- Alternate my hands when performing a repetitive task.
- Use extension tools when reaching for inaccessible items.
- Lessen contact stress by reducing leaning on the desk and armrests.
- The **20/20/20** rule - every 20 minutes, look 20 feet away for 20 seconds.
- Always communicate with your team and managers - While telecommuting, establishing a check-in procedure is a must. Checking-in can be anything from a planned phone call, an email, or a text.



Use this picture to remind you of "The Goal."

### Sources:

Lawrence Berkeley National Laboratory; Centers for Disease Control and Prevention  
Long Beach Energy Resources; MANUS; P3 Ergonomics