



Lead, Serve, Support

January 22, 2019

OFFICE ERGONOMICS... IT'S ALL ABOUT COMFORT

Ergonomics is about fitting the job to the worker (not the worker to the job) to reduce stress on joints and ligaments and eliminate muscle strain and fatigue.



Here's a few tips for setting up your workstation with ergonomics in mind.

CHAIR – Adjust the:

- ✓ **Height of the seat** so your thighs are parallel to ground and your feet rest comfortably on the floor or on a footrest.
- ✓ **Height of the backrest** (if possible) so the lumbar support is level with the curve of your low back.
- ✓ **Backrest tilt** so it's tilted backwards slightly (~10°).
- ✓ **Seat pan** (if possible) moving it forward or backwards so there's a 1-2 inch gap between the front edge of the seat cushion and your knees.
- ✓ **Armrests** (if possible) so your elbows are bent 90° and your arms are supported a comfortable distance from your body.



Make Your Chair Work for You

- ✓ **Lean back against the chair** so it supports your upper body.
- ✓ Consider using a **footrest** to help you lean backwards against the chair's back rest to ease leg problems and lessen low back issues.



COMPUTER MONITOR(S) – Adjust the monitor(s):

- ✓ **Placement** – so the monitor(s):
 - Is directly in front of you;
 - At a comfortable viewing distance (about an arm's length away or 18 – 30 inches); and
 - At a 90° angle from windows to reduce glare.
- ✓ **Height** - so the top of the screen is at or just below eye level. If you use bifocals or trifocals, you may need to raise the monitor slightly higher.
- ✓ If using **dual/triple monitors**; keep them similar in size, as close as possible to each other, and centered in front of you.



KEYBOARD & MOUSE

- ✓ **Position** the keyboard/mouse at the same height and at a distance allowing your elbows to remain close to your body
- ✓ Use a **keyboard tray** if possible.
- ✓ **Padded wrist cushions** positioned in front of your keyboard and mouse can help reduce contact stress.



Tune in next week for more simple and practical job-specific ergonomic tips

Need help adjusting your computer workstation? Simply email safety@ncesd.org to schedule a free ergonomic assessment with a Loss Control Specialist from the NCESD.

SAFETY MATTERS



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