

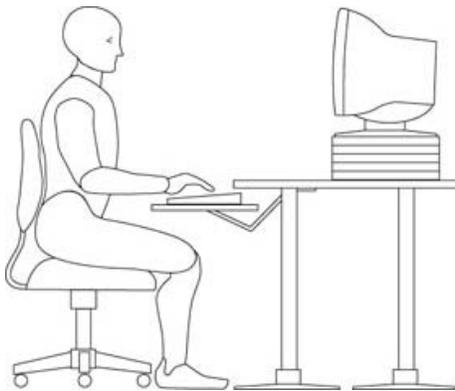
Office Ergonomics Reminder Sheet

Goal: To help you remember how to set up your workstation to allow you to work in an ideal manner.

Things to remember:

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

Do you want to do a full review of your workstation?



Visit the Office Ergo On-Line program on the Options Inc. Website. This program can be accessed free of charge as frequently as you wish.

To access this program all you need to do is the following,

- Log onto www.ojweb.com
- Go to the "Tools" Section of the website.
- Click on the "Office Ergo Online" icon and this should connect you to the "Office Ergo On-Line" training program.

General Workstation Layout Tips

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

Chair

- Your chair should be adjustable in seat pan height and angle, backrest height, angle, and have adjustable armrests.
- It should be adjusted to meet your body and task requirements.

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.