Part 2: Hints for better office ergonomics.

Last week we saw examples from each work group of tasks which might cause ergonomic strain. This week lets focus on just one section: office and desk ergonomics. Below are some hints to help avoid ergonomic hazards while working at your desk.

1. **Adjust the keyboard and/or chair height to keep forearms, wrists, and hands in a straight line while using the keyboard.** Comfortable gel wrist rests can be purchased at any local office supply plastore.

2. **Place your mouse and other input devices next to your keyboard.** You can buy a platform that allows your mouse to run over the right side of your keyboard.

3. **Position the top of the monitor screen at or below eye level and about an arm’s length away.** If your monitor sits on top of your computer it is probably too high for you, unless you are 6+ feet tall.

4. **Tilt or swivel the monitor screen to eliminate reflections/glare on the screen.**

5. **Reduce glare on work surfaces by using window shades, task lighting, etc.**

---

Here’s an example of wrist/arm posture that could use improvement; perhaps a higher chair would help. However, the monitor height and distance are good.

In this example, the wrist/hand posture is better, but the monitor is too high. Perhaps lowering the monitor or raising the chair would help.

In this example, the employee has good wrist/arm posture and elbow support. Her monitor is the appropriate height and distance, and her back and leg posture is good.