

Ergonomics and You

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.

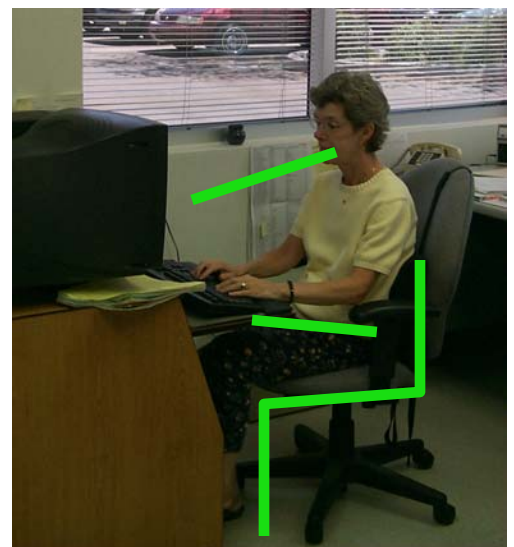
- 1. Adjust the keyboard and/or chair height to keep forearms, wrists, and hands in a straight line while using the keyboard. Comfortable gel wrist rests can be purchased at any local office supply plastore.**
- 2. Place your mouse and other input devices next to your keyboard. You can buy a platform 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.