



TIPS AND REMINDERS - WORKSTATION ERGONOMICS

Sitting position is an important factor in keeping your body aligned properly to minimize stress on your back and muscles. Leaning back slightly into your chair's back rest relaxes your back muscles and promotes blood circulation. Leaning back too far however, can result in an awkward neck posture. Check yourself with these points:

1. Eye Level: The top of the screen should be at eye level; lower for bifocal wearers. Screen distance at arm's length (18-36").
2. Document Holder: Centered between monitor and keyboard or next to the screen.
3. Chair Backrest: Provides firm lower back support. The chair backrest and seat should be easily adjustable for height and tilt by the user.
4. Keyboard and Mouse: Keyboard height promotes relaxed arms with forearms parallel to the floor. If you use a mouse or other pointing device, it should be placed next to the keyboard.
5. Wrist Position: Straight (neutral). Wrist Rest - Padded, movable wrist rest, same height as the front of the keyboard. (Do not use a wrist rest while keying).
6. Knee Position: Knees should be at or below hip level. Provide ample legroom under your work surface.
7. Feet Position: Feet should rest firmly on the floor or foot rest.

If this doesn't seem to help you, please use this free tool and call Risk Management for help: https://www.osha.gov/SLTC/etools/computerworkstations/checklist_evaluation.html.

PREFERRED BEHAVIORS

- Work in power (neutral) postures
- Exercise and stretch regularly
- Ask for help
- Use proper lifting techniques (head up, bend knees, lift using legs)
- Keep work close
- Let tools do the work
- Minimize contact stress
- Reduce repetition and duration
- Reduce excessive force/motion
- Take appropriate micro-breaks
- Report pain/discomfort to supervisor

AT-RISK BEHAVIORS

- Poor posture
- Working with elbows out/away from body
- Working above shoulders
- Maintaining same (static) posture for long duration
- Bending/twisting neck
- Bending or deviating wrists
- Twisting or bending at waist/trunk, especially all the way to the floor
- Excessive reaching
- Kneeling or squatting
- Performing repetitive motions without break