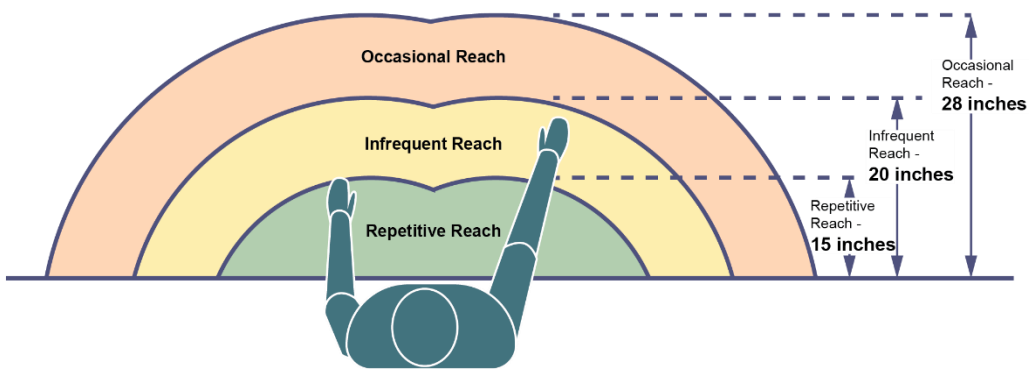


Fact Sheet Office Ergonomics

Ergonomics is the science of fitting workplace conditions to a user's needs to reduce discomfort and avoid the risk of injury. The right 'fit' can also increase job satisfaction and productivity. If your job is in an office, you spend most of your day sitting. Your workstation should be set up so that you are as comfortable as possible.

THE PLACEMENT ZONE is the area in which most routine office tasks are performed. The work surface should be large enough to hold a keyboard, monitor, wrist rest, mouse or trackball, and a document holder (when needed). Proper arrangement of these items reduces potential stress to the back, shoulders, and arms by avoiding awkward postures and positions.

Work should be arranged to be within easy reach and usual work located within 12 inches of the employee. Frequently used materials should be located within arm's distance (about 18 inches).



KEYBOARDS Your desk or work surface should be able to accommodate a keyboard at a height that allows you to maintain proper posture.

Elbows should be at keyboard height with the forearms parallel to the floor.

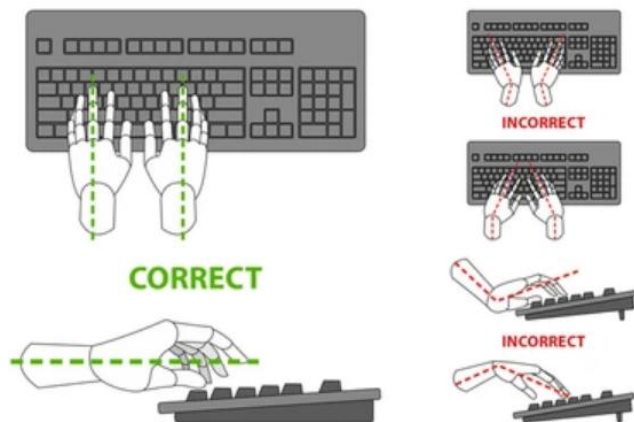
Position the keyboard around elbow height

A slight negative angle should exist for a neutral posture

Hands should glide over the keys

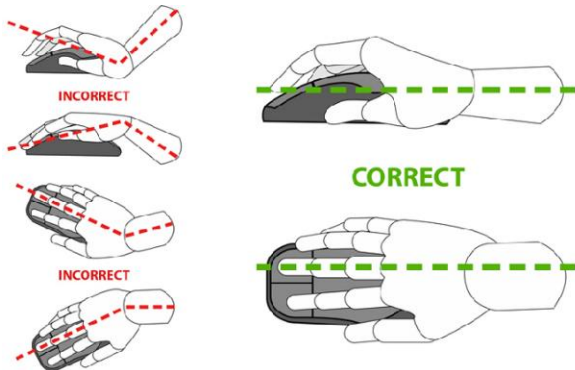
Use a light touch for typing, keeping the hands and fingers relaxed

Wrist rests can be used if they keep the wrist comfortable and at a neutral position



MICE AND OTHER INPUT DEVICES

Whether you are using a mouse, trackball, or other device, keep the wrist in a neutral position



Rest the arm and hand close to the body and at a natural posture without excessive reaching

Place the mouse adjacent to the keyboard to avoid stretching or leaning

Use the whole arm to move the mouse instead of just the wrist

MONITORS

Position the monitor at a comfortable viewing distance from the eyes, typically at arm's distance (18-24 inches but may vary due to monitor size and corrective lenses); the proper viewing height should reflect the top of the display screen at 2" to 3" above the users eye level height; and the viewing angle should be approximately 15-30 degrees below the horizontal line of sight.

- Use a monitor that tilts and rotates.
- Use a monitor that has adjustable contrast and brightness.
- Adjust the contrast to a high level and the brightness to a low level to minimize or prevent eyestrain.
- Keep the screen clean because dust reduces character clarity and reflects light.
- Adjust and position the monitor to minimize glare and reflections from overhead lights, windows, etc. or use anti-glare screens.

