

Office Ergonomic Evaluation

Check that all joints are in neutral position when using tools

Chair Position

Seat height is positioned so:

- feet are flat on floor
- if short, a footrest is used
- torso-thighs-calves are at right angles

Back is positioned so:

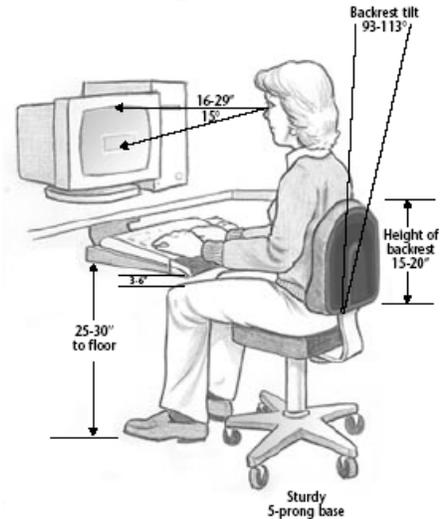
- tilt is only sl. back and puts constant pressure against back making worker sit up straight
- lumbar support is in small of back

Arm Rests are positioned so:

- you don't need to raise shoulders to utilize

Seat tilt is positioned

- sl. down so seat edge does not press against knees & thighs

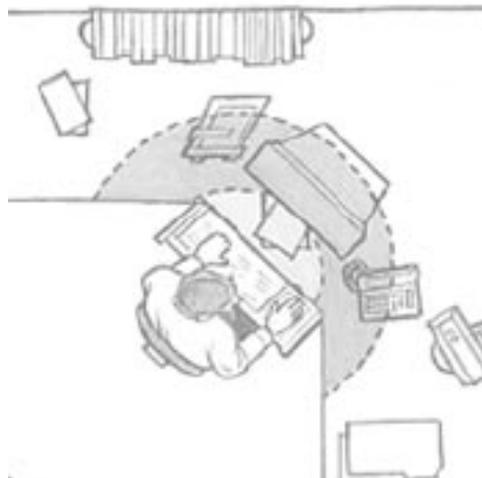


Computer Monitor is positioned so

- Top of monitor is at eye ht [bifocals may require a higher position]
- Monitor is tilted sl. down to avoid glare
- Monitor is within arm's reach
- Change to a larger font if you find yourself squinting

Keyboard and mouse are positioned so

- you do not raise your shoulders to use keyboard
- forearms & hands are kept parallel to floor
- wrists are not flexed up during keying
- where there are hard edges, a wrist rest is positioned
- reach to mouse requires less than a 45° forearm position & arm is NOT fully extended [attempt to keep elbow within radius of chair]
- mouse is held loosely



Other considerations:

- Mouse, phone, tools are within 18" & placed so crossover to use does not occur
- Tools are styled for neutral position
- Document holder is positioned close to monitor & requires only minimal amount of head tilt/rotation
- Under desk is clear so legs are freely stretched
- Frequent dicta- & phone users need to use a headset
- Carts & dollies are used to lift & transport heavy materials & objects

Counter Work

- stand straight – avoid bending, leaning, twisting work
- use a sit/stand stool for prolonged work periods
- a “bar rail” footrest will provide lower back relief
- provide toe space so allow standing close to counter
- anti-fatigue mats can reduce leg fatigue

STRETCH BREAK LINKS

http://www.shelterpub.com/fitness/stretching_in_the_office/stressed_out.html