

Office Ergonomics

Your office space is like your second home, and it's likely you spend almost as much time there! We try to make our workspace as comfortable as possible, with photos of friends and families, funny cartoons and maybe a plant or two. But it's just as important to ensure our bodies are comfortable to mitigate any injuries that can occur over time. The Bureau of Labor Statistics found that musculoskeletal disorders account for a third of all worker injury and illness cases. These injuries include carpal tunnel syndrome, muscle strains, shoulder and elbow injuries, and neck and lower back issues. Using the right office equipment and positioning it correctly can help keep these injuries at bay.



Computer Monitor

- Place directly in front of you at about an arm's length away
- Keyboard should be placed in front of the monitor in line with the "gh" keys
- The top of the screen should be at or below eye level
- Tilt the monitor back slightly so the bottom of the screen is closer to you

Chair

- Choose an adjustable chair that supports your back and mirrors the shape of your spine
- Your feet should rest flat on the floor or on a footrest
- Your thighs should be parallel to the floor
- Your arms should rest gently on the armrests with shoulders relaxed

Keyboard and Mouse

- Mouse and keyboard should be on the same surface
- Keep your wrists straight and arms close to your body while typing
- Alternate the hand you use to operate your mouse
- Your arms should be at a slight 90-degree angle. If your desk is too high to achieve this, use a keyboard tray
- Use gel wrist rests in front of your keyboard and mouse to help support your wrists

Lighting

- Use moderate, indirect lighting along with task lighting if more brightness is desired
- If possible, try not to place your monitor directly across from a window to prevent glare. Use blinds or shades to reduce glare if you're unable to do this
- Use a glare screen to further reduce light that can reflect into your eyes
- Look away from your screen every 10-15 minutes to give your eyes a break

Necessary Items

- Keep your everyday items within your reach
- If you can't reach something easily while sitting, stand up instead of overextending
- If you talk on the phone while typing, consider using a speaker phone, or a headset instead of holding the phone between your shoulder and your neck
- Use a document holder placed at eye level while typing to prevent neck strain

Rest Breaks and Exercise

- Take a 5-minute break every hour to get up out of your chair, stretch, or walk around. This will help reset your posture when you sit back down
- Stretching and light exercises that can be done at your desk can help alleviate strain on your body. Back bends, neck circles and arm stretches can all be done in your workspace and will help relieve additional tension



For More Information:



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