

# Ergonomics 101

Adjusting your workstation to fit you

## Areas of Concern

- Seat
- Keyboard/Mouse Support
- Workstation Layout
- Computer Equipment
- Special Considerations

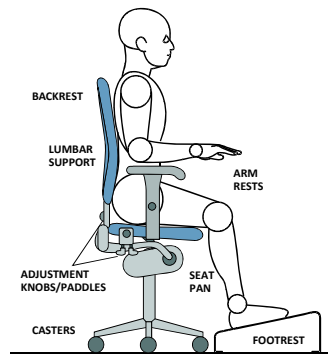
## The Domino Effect

Creating the proper set-up is very much like putting a series of dominos in place. If you make a change at any point, in most cases, you will have to return to the starting point in order for everything to fall into place.

## Seating

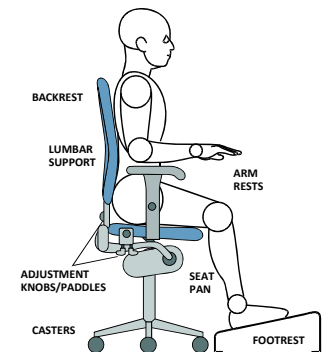
If the chair fits. . .

## Seating – Seat Height



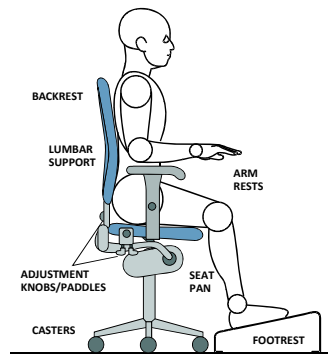
- Your thighs should be parallel to the floor, knees at a 90 degree angle in line or just about the hips.
- Height can be adjusted by pulling up the lever and standing slightly until chair height is correct.

## Seating -- Seat Pan



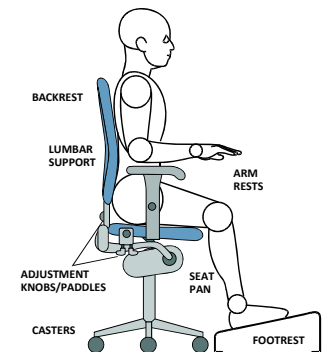
- You should be able to put 2 fingers between the back of your knees and the edge of the chair.
- To adjust, pull the level on the bottom of the seat near your knees and “scoot” your seat forward.

## Seating -- Backrest



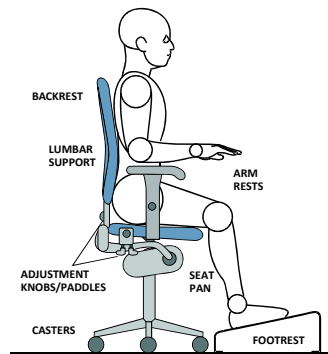
- The lumbar support should curve into the small of your back and fit snugly.
- The backrest can be adjusted by lifting it and letting it “click” into place.

## Seating – Tilt and Tension



- The backrest should tilt backward and forward without a lot of pressure. It can be locked into place with the tilt paddle.
- If the tilt tension is too tight or loose, a knob on the underside of the chair is turned to tighten/loosen it.

## Seating -- Armrests

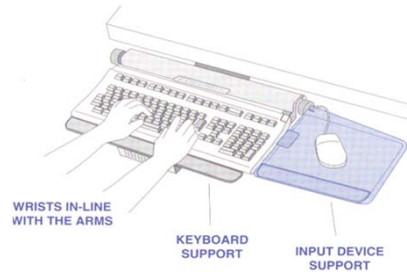


- The armrests should be padded, not hard wood or metal. They should be adjusted to below elbow height.
- To raise or lower armrests, squeeze the knob on each and lift or lower.

## Keyboard/Mouse Support

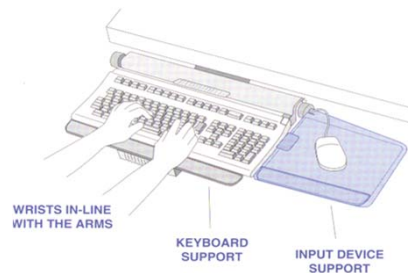
Together forever

## Support Height



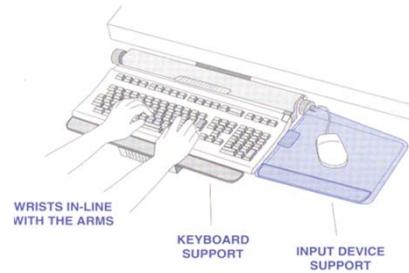
- Height should be comfortable, with wrists in-line with arms and mouse on same level as keyboard.
- Height can be adjusted by either lifting the tray into place or, for other models, pressing the adjustment lever before lifting into place, then releasing it.

## Support Position



- The keyboard should be in front of the monitor.
- The ANGLE of the keyboard should keep wrists in-line with arms. This is adjusted by loosening the knob at the arm of the tray, tilting it to the correct angle and tightening.

## Support Features

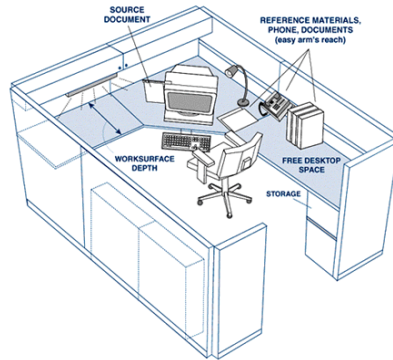


- The tray should be stable while typing and mousing.
- There should be room to use both the keyboard and mouse.

## Workstation Layout

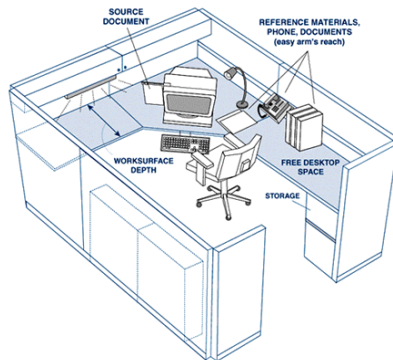
Bend, and stretch, and reach. . .

## Workstation Space



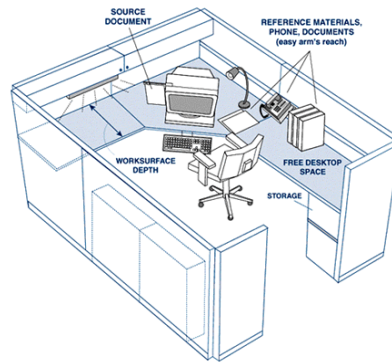
- Desktop have adequate room for computer, phone and other necessary equipment
- You should have adequate storage space for files, office supplies, reference material etc.
- You should have some free desktop space for job task such as sorting, writing etc.

## Functional Space



- Frequently accessed items (phone, files etc) should be within an **easy arm's reach**.
- There should be adequate legroom under the desk.
- Source documents should be positioned for easy reference without twisting or reaching when using the computer.
- Monitor is in front of you while typing.

## Work Surface

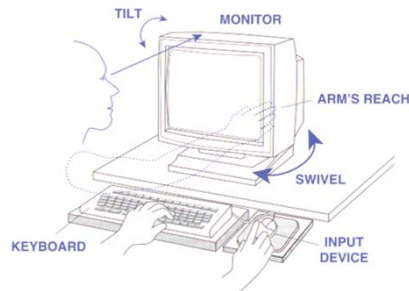


- The work surface should be deep enough for the monitor to fit directly behind the keyboard.
- The height of the work surface should allow your arms to form approximately 90 degree angle when performing non-computer task.

## Computer Equipment

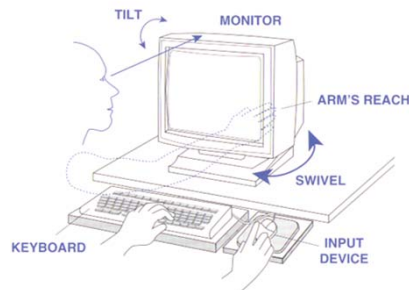
Does this thing work?

## Keyboard and Mouse



- Both the keyboard and mouse should have all the features your job requires and both should work **reliably**.

## Monitor



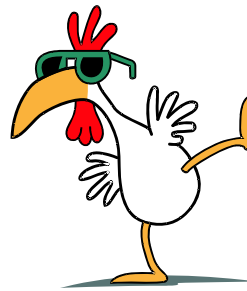
- The top of the monitor should be at or just below eye level
- The monitor should be about an arm's reach away.
- The monitor should be clean, easy to read and free from blurry areas.

## Special Considerations

Because you're special . . .

## Monitor Glare

- The monitor should be free from glare from outside windows or overhead lights.
- Placing the monitor at 90 or 45 degree angle to windows and tilting it slightly downward will reduce glare.



## General Lighting



- Adequate overhead lighting, about the same as your computer screen
- Task lighting to supplement the overhead lighting when necessary.

## Glasses



- If your glasses are specifically for computer use, be sure to position the monitor where it is most comfortable.
- Bifocal wearers should be able to view the monitor with bending their necks.

## Laptop users

- When using your laptop in the office, you should be able to connect to an external monitor, mouse and keyboard through a docking station



## On the phone



- If you spend more than 90 minutes a shift on the phone, a headset should be used to avoid neck strain.