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OFFICE ERGONOMICS



OFFICE ERGONOMIC COURSE OBJECTIVES

- Define Office Ergonomics
- Identify the benefits of Office Ergonomics
- Explain how to promote office ergonomics and health while in the workplace
- Provide the two different interventions for office ergonomics to impact cost and maintain well employees
- Workstation Assessment
- Workstation Modification
- Stretch Breaks and Ergonomic Tools

THE DEFINITION OF OFFICE ERGONOMICS?

Office Ergonomics examines how people interact with their work tasks and work space.

This is in effort to control or prevent musculoskeletal disorders and promote safety, efficiency, and productivity.

OFFICE ERGONOMICS

- ▶ Improper workstation setup can lead to fatigue and awkward postures.
- ▶ When noticing minor fatigue, making changes to your work area can:
 - Relieve fatigue
 - Help to promote proper posture
 - Allow limbs to rest comfortably
 - Improve blood circulation
 - Reduce stress

▶ *Early detection and intervention is key to minimizing impact.*

EARLY ERGONOMICS

- Reporting Early is key
- Resolving discomfort leads to sustainable work and wellness
- Utilize Tools and behavior that encourage prevention and promotion of wellness

WORKING RIGHT ?

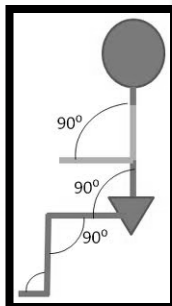
How to obtain the correct workstation set-up:



THE SPINE

THE FOUNDATION

90-90-90 Rule



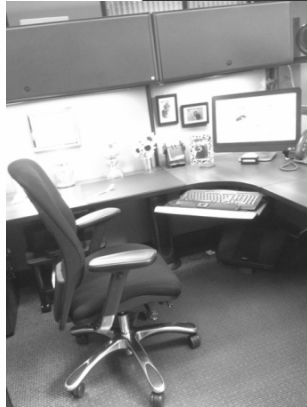
The 90-90-90 Rule is a guide to show you the proper posture of your body while sitting.

There should be about a 90° angle **at** the:

- Elbow
- Hip
- Knee

Let's go step-by-step to set-up the right workstation!

THE CHAIR & THE ADJUSTMENT



Adjusting your chair properly
is the first step in reaching
90/90/90

- ▶ Is there arm rest ?
- ▶ Are they adjustable ? How?
- ▶ Number of casters?
- ▶ On Rug/Mat Other?
- ▶ High Mid or Low Back
- ▶ Lumbar Support?
- ▶ Extension Tilt?

OBSERVATION : LIGHTING



PROPER POSTURE TECHNIQUES

Achieving the 90° at elbow

Step 1. It is important to make sure that your elbows are close to a 90° angle.

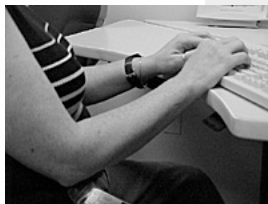
- Relax without raising your shoulders
- Sit back in seat with forearms comfortably rested on arm rests.
- If necessary, raise or lower your chair to align forearms/wrists with keyboard
- Wrists should be aligned with forearm and not bent
 - **Do not** rest your wrists on the keyboard surface.



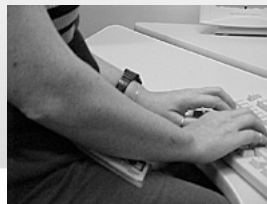
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Elbow

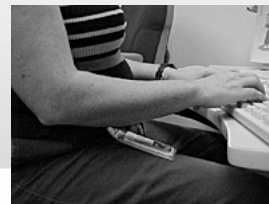
Raise or lower your chair to align forearms and wrists with the keyboard; and achieve at 90° elbow.



Chair too low

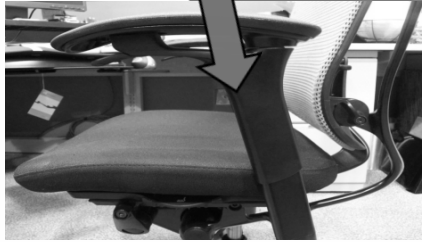


Chair too High



Chair just right!

ARM REST HEIGHT



► Adjust the height of the arm rests for support.

- Maintain relaxed shoulders. (Do not raise armrests too high)

► Or

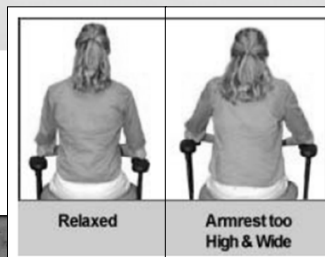
- Remove armrests entirely if you tend to tense up at the shoulders.



ARM REST ANGLE



Move arm rests inward or outward to help support your arm position.



THINGS TO AVOID

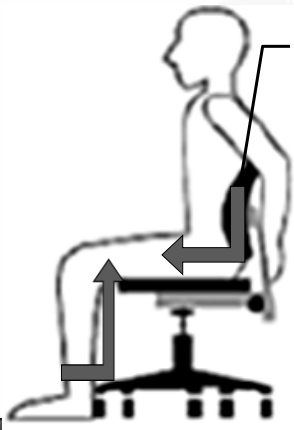
Things to avoid...



- Resting wrists or forearms on hard surfaces such as your desk edge.
- If resting your elbows on the armrest- make sure the armrests do not have sharp edges.

PROPER POSTURE TECHNIQUES:

Achieving 90° at the hips and knees



Step 2: After your arms are aligned properly, look at your feet. They should be supported.

- If your feet are not fully supported by the floor, use a footrest.
- Proper foot support aligns the knees, hips and supports the low back.

FOOT SUPPORT



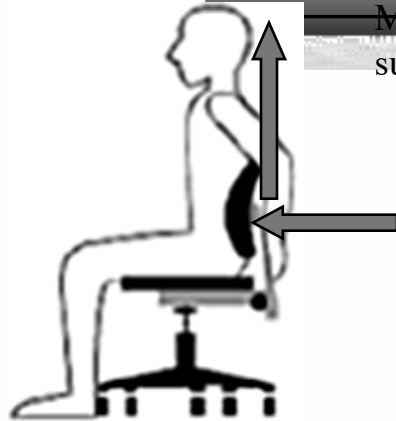
THINGS TO AVOID



► Things to **avoid**...

- Letting feet dangle or not having full foot support.
- Sitting too low that your hips are lower than your knees

LOW BACK SUPPORT



Make sure your low back is supported.

- Adjust the height of the backrest for full support.
- Some backrests also adjust inward or outward to support your low back.

SEAT DEPTH

• If you are taller, pull the seat pan out.

• If you are shorter, adjust seat pan inward.

- There should be a 2" gap between the back of your knees and the front of the seat.

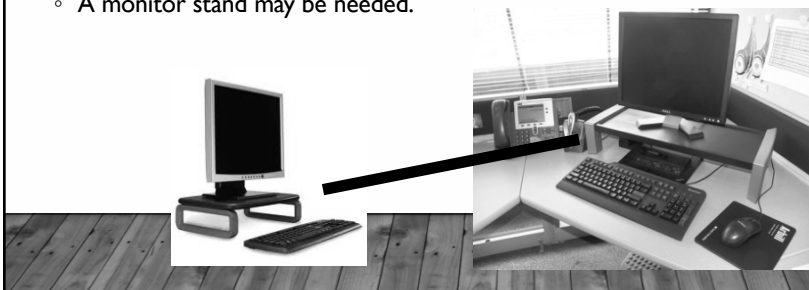
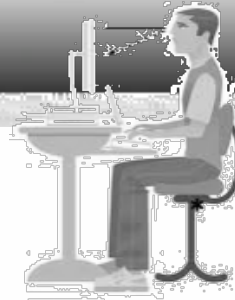


Monitor

- Position monitor directly in front of you at arms distance, 20-24".

- Adjust the monitor so the top of the screen is at, or just below eye level.

- A monitor stand may be needed.



LAPTOPS

- When using a laptop on a docking station, use a traditional monitor.



Eye Strain

Steps to reduce eye strain:

- Adjust the tilt angle on the monitor to decrease reflections.
- Reduce lighting by closing blinds or shades
- Ensure that desk lights are not facing directly onto the monitor.
- Keep your screen clean.
- If possible, place your monitor perpendicular to the window.
- Adjust contrast of your monitor.



Mouse

You should be able to use your mouse without extending your arm up, forward, or to the side.

If you currently have to reach for your mouse, try :



- Rearrange materials to allow you to move your mouse next to your keyboard



continued™

DOCUMENT HOLDER

- To reduce neck bending when reading reference materials, use a document holder.
- The document holder helps keep material closer to eye level.



Telephone Use



Cradling the phone between your head and shoulder puts pressure on your neck and shoulders. Try minimizing this by:

- Using a headset or speaker phone to minimize the awkward angle of your neck.



THINGS TO AVOID



Things to avoid...

- Reaching behind your chair for objects far away which will cause you to twist your spine
- Sitting on the edge of your chair
- Forward head posture
- Working for hours without taking a break



WHAT ADJUST ON YOUR CHAIR



*Take time to
learn the
adjustments
on your chair*

To be able to attain the recommended set-up,
learn the controls for your chair.

BREAK-UP SITTING

Every 45-60 minutes; stand-up,
walk, or stretch.



PROVIDING TOOLS FOR YOUR CLIENT



What Is Available Today?

Sit/Stand Workstations

Sit/Stand Workstations are an option if you would like to stand and sit as you work.

Benefits are:

- Increases blood flow and circulation
- Can relieve tiredness from standing or sitting

Note: Sit/Stands are only recommended for special circumstances.



Things to Remember

Remember the 90-90-90 rule!

- A firm foundation for your feet
- Keyboard at or slightly below elbow level
- Top of monitor at or slightly below eye level
- Sources of glare minimized
- Mouse located next to keyboard
- Documents placed level with monitor or in line with monitor and keyboard