

BACK. SHOULDERS. NECK. HANDS. EYES.

Happy and Healthy at the Office



CHANGE IT UP: MOVE!

There is no single “correct” working position that fits everybody’s work tasks and body and allows comfort for extended periods of time.

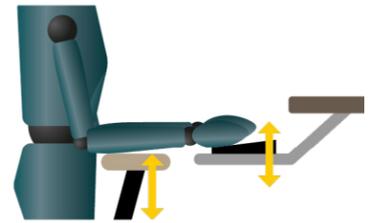
- There is no single “correct” position for office work.
- Working positions include reclining, leaning forward or standing.
- As long as the user can see, be supported, reach and work in comfort, a working posture is suitable.
- The working position needed for a particular task depends of factors such as the concentration or precision needed, the amount of movement needed and whether lifting or long reaches are required.



SUPPORT: REDUCE FATIGUE BY SUPPORTING YOUR BODY!

Support the back and legs in comfortable working postures with a chair, foot support or stool and reduce fatigue and discomfort.

- Each working posture needs different types of support.
- Reduce fatigue by supporting your back, thighs, feet and forearms, by a chair, the floor, a foot support, stool or the work surface.
- Well-designed adjustable desks, chairs and equipment allow workers to move quickly and easily between different working positions.
- Learn all the adjustable features of your chair and workstation so you can set it up to fit your body and the work you perform.



SUPPORT: REDUCE FATIGUE BY SUPPORTING YOUR ARMS!

Support the arms and shoulders in comfortable working postures with chair armrests or the work surface and reduce fatigue and discomfort.

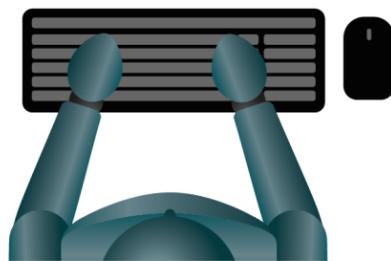
- Arms need support during keying and mousing. This lets the shoulders stay relaxed and the wrist and hands work in comfortable postures.
- Different working postures need different types of support. Reduce fatigue by supporting the arms and shoulders by armrests, a keyboard tray, palm rests or the work surface.
- Well-designed adjustable desks, chairs and equipment allow workers to move quickly and easily between different tasks and working positions.
- Training on the adjustable features of the chair, workstation and equipment allows a worker to set it up to fit their body and the work they perform.



SEE: YOUR BODY FOLLOWS YOUR EYES!

The head and trunk can be pulled into awkward positions when workers strain to see their work. Get regular vision tests. Set up the workspace to allow unobstructed, vision of the screen and task.

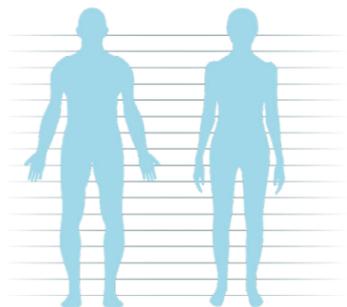
- Your body follows your eyes and they can “pull” your body into awkward positions.
- Set the top of the screen at about eye height and the screen about an arms length away to start, then adjust it from there.
- The screen should have sharp, good sized text, good contrast and no glare.
- Get your vision checked regularly. Make sure you have proper vision correction for office work (glasses or contact lenses).



REACH: KEEP IT CLOSE!

Reduce long or awkward reaches for the keyboard, mouse or phone to decrease fatigue and discomfort. Away from the computer, reaching down and lifting below knee level and above shoulder height can overload the back and shoulders.

- Setup your workstation with frequently used equipment conveniently close to your body.
- Keep frequently used equipment within a forearms distance from your body.
- Long reaches to equipment can increase fatigue and discomfort.
- Avoid reaches outside your shoulder width when using your mouse.



WORK SHOULDN'T HURT!

Workers should talk with their supervisor, manager or business owner about pain at work and possible causes.

- We all suffer occasional pain and discomfort at work, but work shouldn't hurt.
- Talk with your supervisor, manager or boss if you have pain at work.
- After attending to workers' pain and discomfort, take action to control MSD hazards.
- Use this diagram to help map pain and discomfort patterns in your workplace.

Identify and control workplace hazards. Work shouldn't hurt!

