

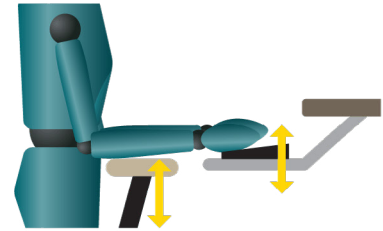
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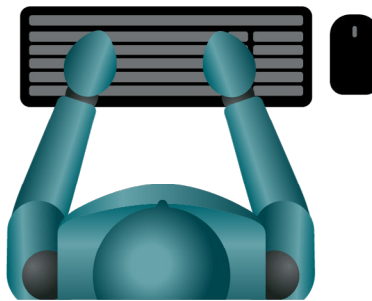
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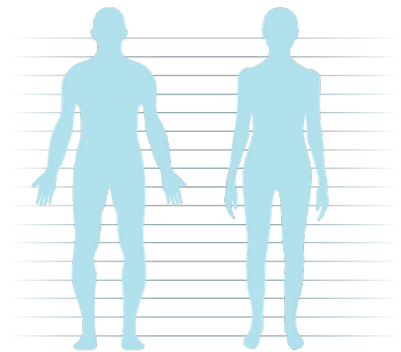
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Office Ergonomics

1 WORKING POSITIONS

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

2 SUPPORT THE BODY

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

3 SUPPORT THE ARMS

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

4 SEE

The body follows the 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 clear, unobstructed vision of the screen and task.

5 REACH

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.

6 WORK SHOULDN'T HURT

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



Key fixes for preventing MSD in office work

- Training on the adjustable features of the chair, workstation and equipment allows a worker to set them up to fit their body and the work they perform.
- Well-designed adjustable desks, chairs and equipment allow workers to move quickly and easily between different tasks and working positions.
- Remember that laptops, tablets and cellphones are used more and more for office work. Select the appropriate device and accessories for the work performed.
- When away from the computer workstation, keep items, especially heavier items between “knee and nose”. Reaching or lifting objects below the knee puts high stresses on the spine so Store it off the Floor. Keep commonly used items below shoulder height as working and lifting with hands above shoulder height can easily fatigue the shoulders. See the Quick Start Guide: General for more details.
- For workers who have an injury or illness -including an MSD- a health care professional could use the materials in this Guide as a starting point and adapt the content appropriately.

1 WORKING POSITIONS

- There is no single “correct” working position that produces comfort for extended periods of time or that fits everybody’s work tasks and body.
- Working positions include reclined sitting, leaning forward and standing, as well as sitting upright.
- As long as a worker can see, be supported, reach and work in comfort, a working posture is suitable, as long as the working position is changed regularly.

2 SUPPORT THE BODY

- Fatigue and discomfort can be reduced by supporting the back, thighs or feet with a chair, footrest or stool.

IMPROVE WORK

- Ask yourself and others, “Why do people feel fatigued or sore when doing office work?” and keep asking “why” until you get a good answer!
- Once the underlying cause of the problem has been identified, employees and managers working together can control hazards and improve work best.
- Use these ideas for any office work, whether in an office building, home office, automobile or in the field.

3 SUPPORT THE ARMS

- Fatigue and discomfort can be reduced by supporting the arms and shoulders in comfortable working postures with chair armrests or the work surface.

4 SEE

- The body follows the eyes. The head and trunk can be pulled into awkward positions when workers strain to see their work.
- Workers using visual displays should get their vision checked regularly. They should make sure they have the proper vision correction for office work (glasses or contact lenses).
- Setting the top of the screen at or below eye height allows a downward gaze angle and a comfortable neck posture. The screen should also be about an arm’s length away.
- The screen should have sharp, good-sized text, good contrast and no glare.

5 REACH

- Keep the keyboard and mouse within a forearm’s length of the front of the body and keep the mouse within shoulder width.
- Less used materials or equipment can be placed just outside this area e.g., phone.

INCLUDE BREAKS AND PAUSES AT WORK

- Even with good adjustable furniture and equipment, doing a single task in a single position creates fatigue and discomfort.
- Fatigue creeps up on the body and eyes. Vary work and working positions. Move early – before you feel fatigue – and move often.
- Stretching can help.

What are we going to do today to make our workstations and workspace better?

Whatever changes you make, check that you are not creating any new problems.
