

# Office Ergonomics

Office ergonomics is a process of studying how individuals are directly affected by the environment around them. The purpose of office ergonomics is to establish and sustain your comfortable work environment by adapting or redesigning the tasks, workstations, tools, or environment.

The key objective of office ergonomics is to make you aware of awkward postures and positions which can lead to future injuries. Maintaining comfort includes nourishing your body with a relaxed, neutral position and will decrease your risk for injury.

As computers have become a large part of most jobs, there has been an increase related to their use. Common complaints are: eye problems, stiffness and pain in the neck, shoulders, back, arms, wrists and hands.

Awkward positions are associated with short term and long term injuries. To decrease the risk of injury, follow the recommendations in this section.

## Posture

Posture: the position of the body while performing work activities.

- Keep both feet flat on the floor.
- Bend knees at about a right angle.
- Rest your thighs roughly parallel to the floor with your knees slightly higher than your hips.
- Bend hips at a right angle.
- Support your back with the seat back.
- Cascade fingers downward into a position just above the keyboard.
- Straighten wrists. Wrists are not bent either vertically or horizontally.
- Bend elbows approximately at a right angle.
- Place forearms parallel to the floor.
- Hang upper arms loosely at your side.
- Relax shoulders.
- Tilt your head slightly forward.

## **Chair Adjustment**

Your chair should be adjustable to permit for differences in posture. By having a comfortable chair you see increased empowerment your overall stability, comfort, leg and circulation. You will also experience reduced stress in your back and minimization of fatigue.

Consciously make an effort to frequently shift in your chair by small postural changes to relieve muscular stress and strains.

Sit back in your chair at a 90° to 120° angle.

Adjust backrest tilt and lumbar support to support the hollow in your back.

Adjust your chair height so the seat pan is in line with your knees (while you are in a standing position).