

Nine Steps for Adjusting Your Workstation

1. Be aware of the locations and functions of each adjustable lever or knob on the chair.
2. Adjust the chair height so your elbows are about desktop level.
3. Adjust seat back for good support of the lower back, using a lumbar pillow if needed.
4. If your seat has a tilt feature, set this so you are comfortably supported.
5. If your feet don't comfortably reach the floor or there is pressure on the backs of your legs, use a footrest or lower the keyboard.
6. Locate your monitor so the top of the viewing area is at or below eye level.
7. With elbows at desk level, your wrists should be straight. Use a wrist rest if desired. If you have armrests, try to adjust them so they support your arms without being too high or too low.
8. Locate the mouse next to the keyboard so both elbows are by the sides while working. Avoid pressing your hands or forearms against any sharp edges on desk.
9. Adjust screen brightness and contrast for clear comfortable viewing, and clean the screen periodically.

To minimize eye strain,
remember this 20-20-20 rule:



Things You Should Know

When we talk about office ergonomics, what we mean is sitting with neutral positions, adjusting and locating equipment for comfort, being watchful for posture problems, and using fatigue-reducing techniques while working in the office.

Issues:

- NECK AND BACK PAIN
- EYESTRAIN
- SOFT TISSUE AND JOINT SORENESS

Solutions:

- ◆ Adjust the chair and desk to the optimal position
- ◆ Change sitting positions frequently and move around whenever possible. Reposition legs, lumbar support, seat adjustments, etc.
- ◆ Arrange yourself so you can relax your upper back, neck, shoulders, and upper arms.
- ◆ You don't need a special keyboard to use neutral hand and arm postures: keep hands and wrists in line with the arms.

Early intervention is important, no matter what the cause...if you have tingling, numbness, or pain in the hands, elbows, wrists, shoulders or neck that doesn't go away, see your physician.

Posture, Posture, Posture

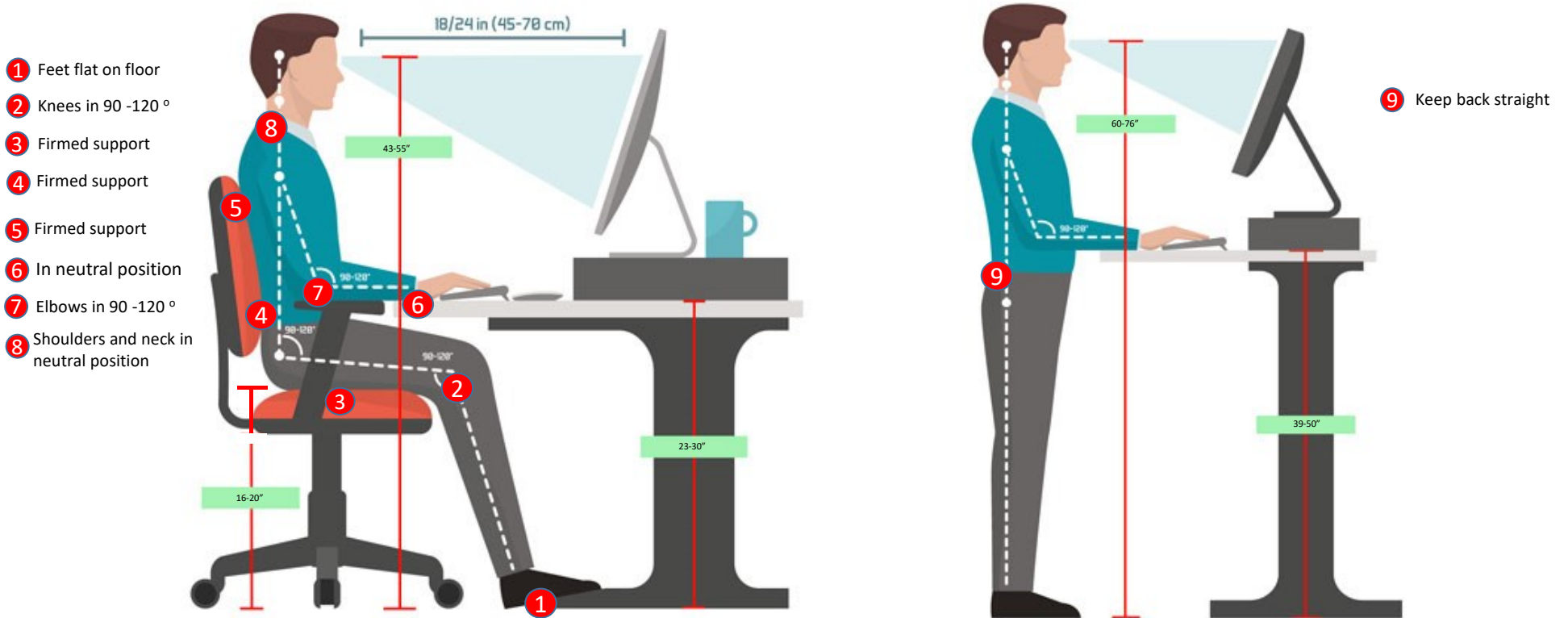


Eisenhower
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OFFICE ERGONOMICS



Office Ergonomics – Make Yourself Comfortable



* Take a 5-minute break from sitting every hour * Use 20-20-20 strategies to reduce eyestrain. * Everyone's ergonomic needs are different

* Know how to adjust your chair and desk

* Questions? Contact IH Department at 706-787-1210