

## BENEFITS OF GOOD OFFICE ERGONOMICS

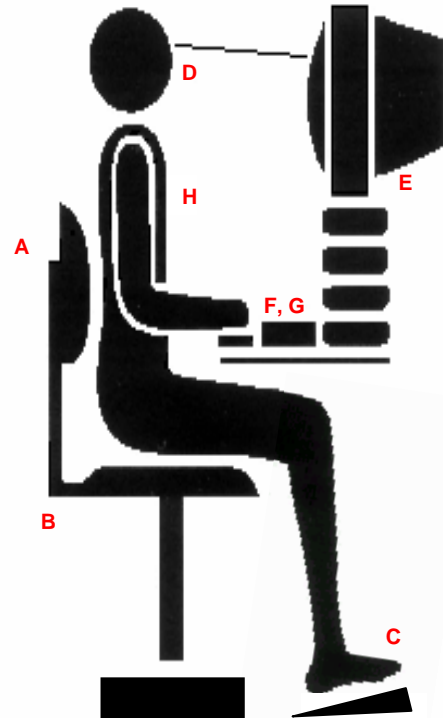
Good work practices, coupled with optimum workstation layout and neutral posture, can increase your comfort and reduce your risk of developing a musculoskeletal injury while on the job. Job tasks usually become easier to perform and productivity can increase.

Neutral posture is the position that joints assume naturally when resting, with the least tension on nerves, tendons muscles and bones. Muscles are strongest in neutral posture.

The guidelines summarized here represent recommendations from OSHA and other recognized ergonomic resources. There are still many unanswered questions about the risk factors for musculoskeletal injury. These "best practices", however, taken from current research, have helped to improve safety and reduce injuries.

## GOOD WORK PRACTICES

- Do not work through scheduled breaks or lunch. "Microbreaks" (3 to 5 minutes) away from repetitive activity or static posture (e.g., sitting, mousing, etc.) are recommended once an hour.
- Change postures or positions throughout the day.
- Keep your back against the backrest of your chair.
- Keep items that you use frequently within easy reach.
- Seek medical attention promptly at the first sign or symptom of injury.



Courtesy of AllMed

- A. Seat back supporting lower back
- B. Thighs parallel to floor
- C. Feet flat on floor or footrest
- D. Head & neck erect, top of screen at eye level
- E. Monitor and documents straight in front
- F. Wrists straight & neutral
- G. Hands at same height, or lower than elbows. Elbow angle 90° or greater
- H. Arms at sides, close to body, shoulders relaxed



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Your resource for  
*Ergonomics*

Please contact us for:

- *ergonomic training*
- *workstation evaluations*
- *job task evaluations*
- *furniture or equipment recommendations*

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# Ergonomic Recommendations

for

## Computer Workstations

### *Comfort & Productivity Using a Computer*



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## SEATING

An adjustable chair is the foundation of a comfortable, productive workstation. The chair should have a stable, 5-caster base. Adjustable components should include *seat height, back support, tilt, and arm rests (horizontal and vertical)*.

~ **Adjust the chair so that...**

- *Thighs are horizontal and feet flat on floor or footrest, if needed.*
- *Backrest supports lower back; adjust height so bulge catches small of back; adjust tilt to lean back (takes weight off spine).*
- *Seat front does not contact back of knee.*
- *Armrests support arms so that shoulders are relaxed; arms loose.*
- *Armrests support forearms; arms close to body during keyboarding and mousing.*

## KEYBOARD & MOUSE

The keyboard and mouse (or other pointing device) should be on an adjustable tray or surface that can be locked into position. Adjustments should include *horizontal slide, height and tilt*.

Place the mouse on the tray, next to the keyboard. This eliminates overreaching and static posture.

~ **Adjust the tray so that...**

- *It is directly in front of you, with your upper arms and elbows close to your body.*
- *Hands are slightly lower than elbows (angle at elbow 110° – 120°).*
- *Wrists are straight, usually a downward tilt (away from the operator) is needed to achieve this.*

\* *Use a footrest if raising chair height results in unsupported feet.*

\*\* *Avoid using wrist rest while keying or mousing & avoid using pop-up legs on keyboard.*

## MONITOR & VISION

The monitor should be positioned so that you can view it easily, without constant bending or swiveling of head and neck and without eyestrain.

Place the monitor directly in front of you, at approximately an arm's length away, 18" to 24." (Less or more to meet vision requirements.) Keep monitor close enough to view seated in your chair using the backrest.

When concerns about the **privacy** of material on the monitor screen affect the positioning of the monitor, this can be resolved by using a privacy screen. These thin screens, placed directly over the monitor screen, prevent anyone other than person sitting directly in front of the monitor from viewing any material on the screen.

~ **Adjust the monitor so that...**

- *The top of the screen is at approximately eye level. \**
- *The screen is close to vertical, to reduce reflection from ceiling lights.*
- *Contrast and brightness settings are at comfortable levels.*
- *Font and image sizes are increased.*

\* *If wearing bifocals or trifocals, position monitor lower so you can view screen through lower portion of lenses.*

## ADDITIONAL RECOMMENDATIONS

Working from documents, eyestrain, answering phones and other office considerations...

- *Use a **document holder** to position printed materials at the same height and angle as the monitor, or behind the keyboard.*
- *Use a **headset** when telephone use is simultaneous with writing or computing.*
- ***Lower room brightness** by dimming lights, reducing the number of bulbs or turning lights off.*
- *Adjust shades or blinds or lower lighting levels to **control sunlight and lighting levels, and reduce glare**. Use a **glare screen** if necessary.*
- *Discuss your computer usage with your eyecare professional to **determine your optimum prescription**.*
- ***Different styles of keyboards and pointing devices** are on the market, if the standard models are not working for you. Consult with your doctor as to which is appropriate to your situation.*