

# Ergonomic Workstation Education



A copy of this document is provided as reference and reminder of the key points discussed relative to setting up any workstation one might have occasion to work at. Adherence to these guidelines should reduce/control one's exposure to risk factors that are thought to contribute to musculoskeletal injury.

**1.** Chair adjustments are to be made so work can be performed with good postural alignment.

■ Neutral posture when seated, is defined as:

- Feet are resting comfortably on the floor or on a footrest.
- Thighs are fully supported by the chair seat.
- Hip angle is 90 to 110 degrees with knees slightly lower than hips.
- Chair backrest supports the natural curve of the back.
- Elbows rest comfortably at one's side.
- Wrists are straight/flat.
- Head is centered over the neck and shoulders.

**2.** Work tools (i.e., keyboard, mouse, telephone, etc.) are to be positioned within easy reach so elbows rest comfortably at one's side when keying and mousing.

**3.** "Cradling" the telephone handset between one's shoulder and ear should be avoided. Consider using a headset or speaker option to avoid this posture.

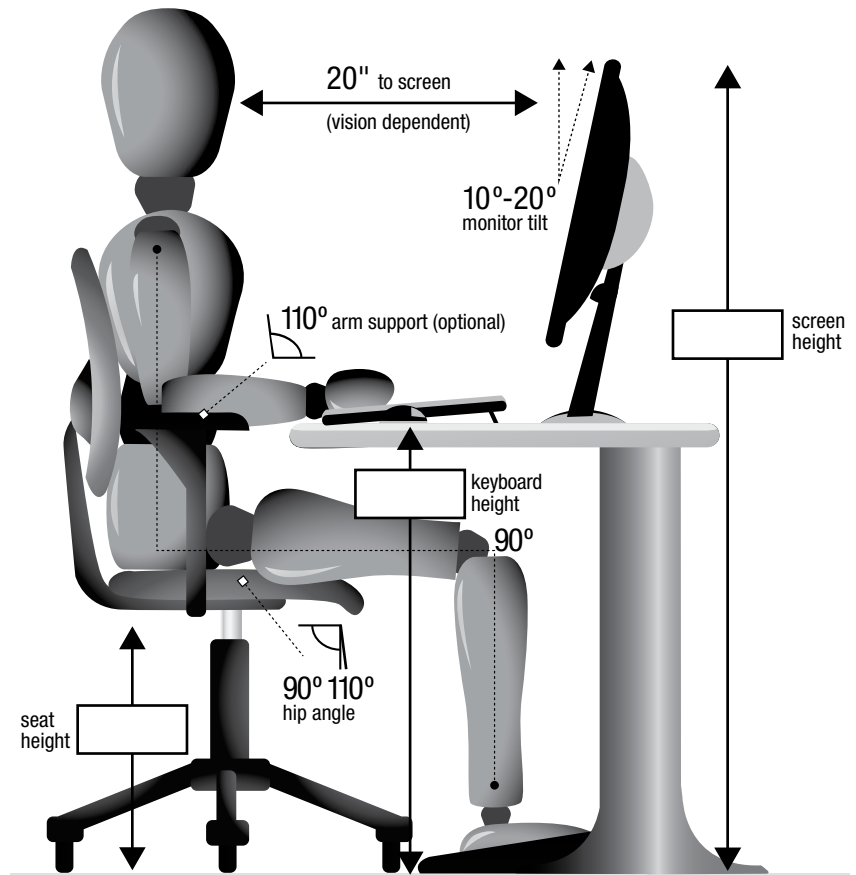
**4.** Monitor(s) and document holder should be located/positioned to allow neutral posture of one's head and neck.

■ Top of monitor(s) is/are at brow height or lower if bifocals are used.

■ Center monitor in front of keyboard.

■ Document holder is in-line with or adjacent to monitor.

**5.** Frequent change of position, movement and/or stretching is the optimal way to maintain energy, form and productivity.



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# Ergonomic Workstation Education



A copy of this document is provided as reference and reminder of the key points discussed relative to standing at any workstation one might have occasion to work at. Adherence to these guidelines should reduce/control one's exposure to risk factors that are thought to contribute to musculoskeletal injury.

**1.** Desk adjustments are to be made so work can be performed with good postural alignment.

■ Neutral posture when standing, is defined as:

- Feet are resting comfortably on the floor.
- Knees unlocked.
- Elbows rest comfortably at one's side.
- Wrists are straight/flat.
- Head is centered over the neck and shoulders.

**2.** Work tools (i.e., keyboard, mouse, telephone, etc.) are to be positioned within easy reach so elbows rest comfortably at one's side when keying and mousing.

**3.** "Cradling" the telephone handset between one's shoulder and ear should be avoided. Consider using a headset or speaker option to avoid this posture.

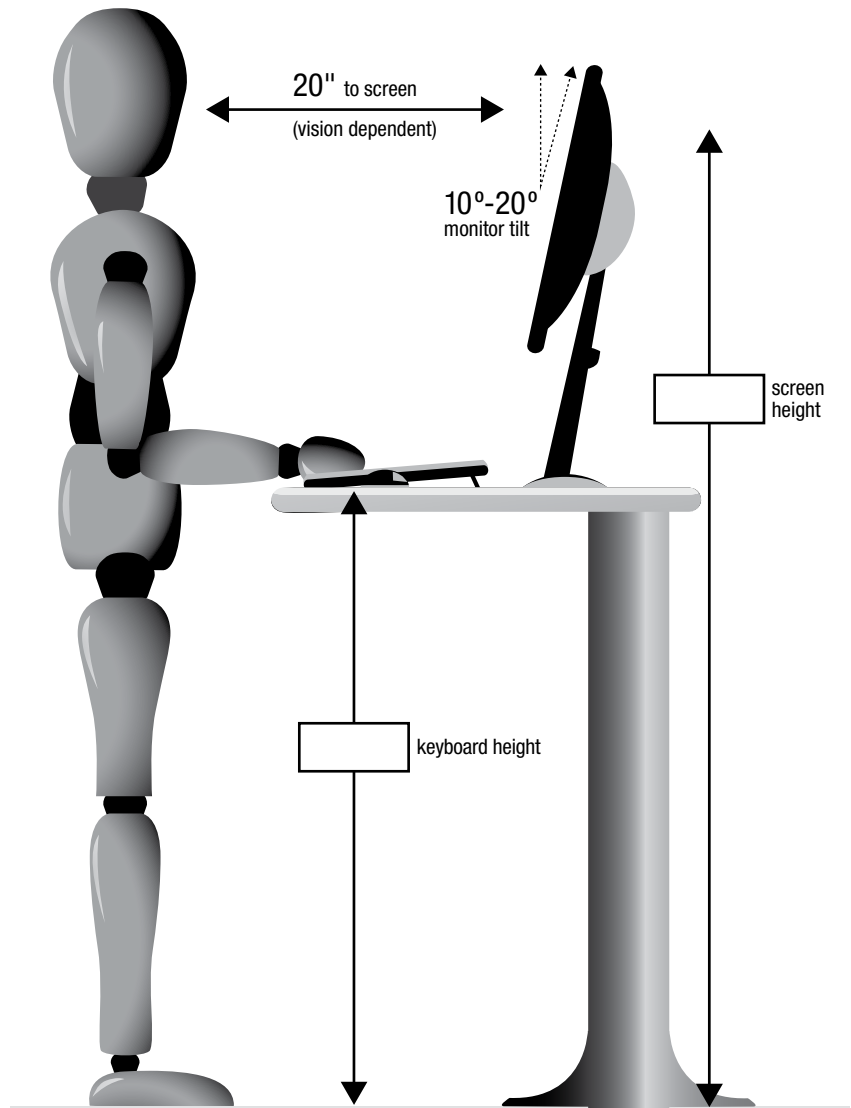
**4.** Monitor(s) and document holder should be located/positioned to allow neutral posture of one's head and neck.

■ Top of monitor(s) is/are at brow height or lower if bi-focals are used.

■ Center monitor in front of keyboard.

■ Document holder is in-line with or adjacent to monitor.

**5.** Static positions (sitting or standing) for sustained periods of time are not advised. Frequent change of position, movement and/or stretching is the optimal way to maintain energy, form and productivity.



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