



Desk Ergonomics

A few small changes in your work space can help you stay comfortable as you work. There are ways you can adjust your work space and equipment to better support your body. In addition, here are a few key things you can do to help you throughout the day.

- Try to alternate job tasks throughout your work day, if possible, as this will reduce fatigue and allow a different set of muscles to be used with different postures.
- If you are on the computer for most of your work day, you will want to take periodic breaks of 30 – 60 seconds to rest and reenergize every 20-30 minutes.
- You can apply the same ergonomic principles listed below while telecommuting, using a lap-top, or at a standing workstation.

Area to Address	Positioning and What to Pay Attention To
Chair	<ul style="list-style-type: none"> • Choose a chair that supports your spinal curves and that is adjustable in seat pan height and angle, backrest height and angle, and has adjustable armrests to meet your body and task requirements. • Adjust the height of your chair so that your feet are fully supported resting flat on the floor or on a footrest, with your thighs and hips parallel to the floor. • Keep your knees at the same height as your hips and at a 90 degree angle. • Adjust armrests so your arms gently rest on them with your shoulders relaxed. • Use the backrest of the chair to provide support for the lower back. The lumbar support should make contact with the small curve in your lower back. If the seat pan is too deep, you may need a lumbar wedge or pillow. • Adjust the chair height to keep forearms, wrists, and hands in a straight line.
Keyboard	<ul style="list-style-type: none"> • Position your keyboard at an appropriate height and angle to maintain neutral up right posture, with your arms relaxed at your sides, and 90 degree angles at the elbows. • Place the keyboard directly in front of and aligned with the monitor. Check to make sure the legs on the underside of the keyboard remain in a flat position. • Keep your wrists straight while typing, your upper arms close to your body, and your hands at or slightly below the level of your elbows. • Use a soft palm/wrist rest to minimize contact pressure with hard surfaces on the desk. It is important to use these pads for periodic “micro breaks” and not as a means of support while typing. • Position the keyboard at a height that allows your wrists to be in a straight line with your arms.

(See Reverse Side)

Area to Address	Positioning and What to Pay Attention To
Mouse	<ul style="list-style-type: none"> • Position your mouse at the same level, same surface, and in close proximity to your keyboard. • Place your mouse directly in front of your operating hand at about the same level as your elbow so that you can access it with a straight wrist. • Use a mouse that fits your hand comfortably and keeps your fingers relaxed and slightly curved. Rest your fingers on the mouse buttons rather than holding them in the air. • If using the mouse for long periods, you will want to support your forearm or elbow. A wrist rest or mouse pad will allow your wrist to rest on a soft surface and help avoid contact pressure.
Monitor	<ul style="list-style-type: none"> • Place the monitor directly in front of you, behind your keyboard, about an arm's length away. The top of the screen should be at or slightly below eye level. If you wear bifocal, trifocal, or progressive lenses lower the monitor an additional 1 to 2 inches. • Position the height of the monitor so that when you are sitting upright and looking forward, you can read the entire screen without any excessive neck strain while working. • If your primary task is data entry, you can use a document holder to help decrease neck and eye strain. This may include a holder that is at the same height as your monitor or a slant board that is placed between the keyboard and monitor. Place the document holder as close to your monitor as possible and at the same height and distance.
Telephone	<ul style="list-style-type: none"> • Position the telephone close to you and near the hand that will pick up the receiver to avoid extended reaching. • If you frequently talk write or type on your computer at the same time as talking on the phone, then you will want to use a headset or speaker phone. • Avoid cradling the telephone between your shoulder and ear when required to use both hands on another task. • Wireless headsets or appropriately corded headsets allow the user to stand up and move around their work station at suitable times during or between phone calls.
Desk	<ul style="list-style-type: none"> • Allow clearance for your knees, thighs, and feet under the desk. • If the desk is too low and can't be adjusted, place sturdy boards or blocks under the desk legs. • If the desk is too high and can't be adjusted, you can raise your chair and use a footrest to support your feet as needed.
Other objects	<ul style="list-style-type: none"> • Keep key objects — such as your telephone, stapler, printed materials, etc. — close to your body to minimize reaching.

References

<https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169>
<file:///C:/Users/Owner/Downloads/Ergonomics%20Handout.pdf>