

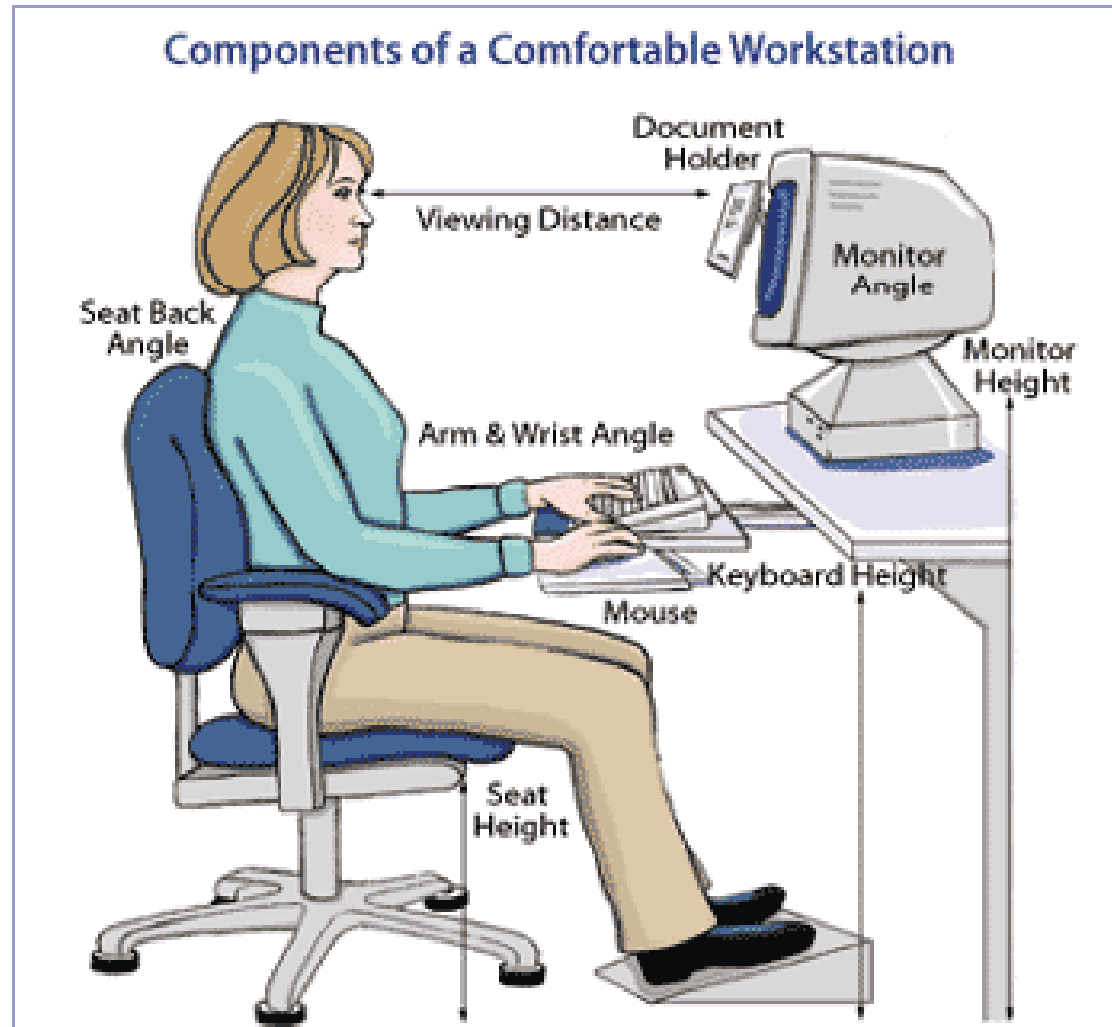
Ergonomics

Workstation Adjustments

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CORRECT POSITION & SET UP



CHAIR



- Feet flat on floor
- Knees slightly lower than hips
- Measure employee's floor to knee height.
 - Floor to back center of employee's knee
- Measure chair height with employee seated in chair
 - Floor to top of seat cushion
 - Chair height should be within 0-2 inches of employee's knee height.
- Shoulders relaxed, down and back - neutral

CHAIR (CONT.)

- Backrest provides support for employee's back.
 - Have employee find the small of their back.
 - Sit back in chair all the way.
- Backward tilt of backrest 20°.
- Seat width and depth accommodate employee.
 - Seat front does not press against the back of employee's knees/lower legs.
- Seat has cushioning and is rounded or waterfall edge.



CHAIR (CONT.)

- Armrests do not interfere with keying, mousing or writing.
- Measure employee's resting elbow height.
 - With hands resting in lap measure from floor to elbow.
- Armrests should be at or below resting elbow height.
- Review chair adjustments with staff.
 - Many aren't familiar with them.
 - Seat height, depth and angle.
 - Backrest height and angle.
 - Armrest height.



KEYBOARD



- Neutral posture of wrists:
 - Straight and parallel to floor.
 - Straight not bent sideways.
 - Avoid contract pressure.
- Don't use wrist rest while typing. Free floating typing technique.
- Upper arms and elbows to be close to body, shoulders relaxed.

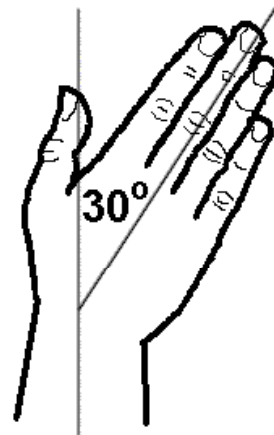
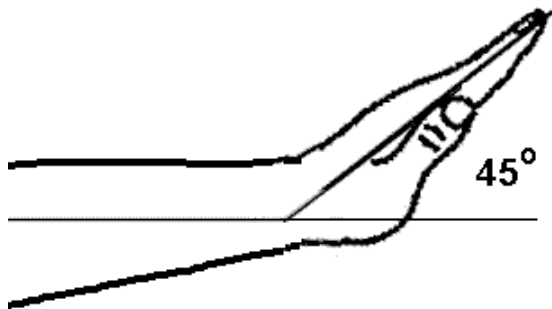
KEYBOARD (CONT.)

- Keyboard should be:
 - At or below resting elbow height.
 - Flat or negative decline.
 - Placed in straight line between user and computer.
 - Do not use feet on the bottom of keyboard.



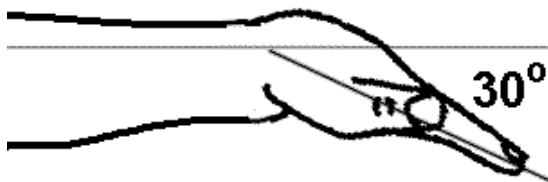
WRIST ORIENTATION

Extension



Ulnar deviation

Flexion



MOUSE

- Mouse size fits employee (not too big/small).
- Placed at the same height and next to keyboard.
- Wrist in neutral position.
- Avoid contact pressure.
- Only use wrist rests during breaks not while keying.
- Switch mousing hands
- Rest hands in lap.



DESK/WORKSTATION

- Legs clearance between chair and table or keyboard platform.
- Legs and feet have clearance space under desk/table, able to get close enough to keyboard.
- Document holder – between computer and keyboard.
- Footrests – workstation too high.



ORGANIZATION/REACHING

- Reduce or eliminate overreaching.
 - Frequently used – near work space.
 - Occasionally used – mid work space.
- Don't reach across your body.
 - Set up workstation for your hand dominance.



MONITOR

- Monitor position:
 - Top third of screen should be at eye level height.
 - Measure eye level height – floor to eye level.
 - Arm's length distance away from worker.
 - Directly in front of the employee.
 - Where there is no glare present on the screen.



INPUT DOCUMENTS

When conducting data entry place input documents:

- Off the flat workstation.
- In your line of sight.
- Directly next to or in line with the monitor.
- Same distance away from you as the monitor.
- Can view document and monitor by only moving eyes.

POSTURE

- Head and neck are upright, not bent down or back.
- Head, neck and trunk face forward, not twisted.
- Trunk is almost perpendicular with floor, not leaning forward or back.
- Shoulders and upper arms are almost perpendicular with floor and relaxed.



TELEPHONE

- Should be used with head upright and shoulders relaxed.
- DO NOT place phone between chin and shoulder to type or perform another activity while talking on the phone.
 - Speakerphone option
 - Head set



PROBLEM SOLUTION CHART

Experiencing pain in...	May be caused by...	Check out slides...
Lower Back	<ul style="list-style-type: none"> •Chair adjustments •Organization of workstation 	3-5 12
Upper Back	<ul style="list-style-type: none"> •Chair adjustment •Keyboard height •Location of mouse •Organization of workstation •Monitor height and distance •Placement of input documents 	3-5 8-9 11 12 6 13
Neck	<ul style="list-style-type: none"> •Organization of workstation •Monitor height and distance •Placement of input documents 	12 6 13
Arms/Shoulders	<ul style="list-style-type: none"> •Chair adjustment •Keyboard height •Location of mouse •Organization of workstation 	3-5 8-9 11 12

PROBLEM SOLUTION CHART

Experiencing pain in...	May be caused by...	Check out this section...
Forearms	<ul style="list-style-type: none">•Keyboard height•Location of mouse•Organization of workstation	8-9 11 12
Wrists/Hands	<ul style="list-style-type: none">•Keyboard height•Location of mouse•Organization of workstation	8-9 11 12
Vision	<ul style="list-style-type: none">•Monitor height and distance•Monitor glare•Placement of input documents	6 6 13

CONCLUSION

- Ergonomics is the interaction of a person with their work environment.
- Comfort is important.
- Understanding body positioning basics is key.
- Please call if you have any questions.

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