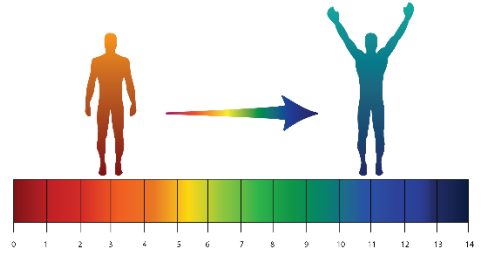


NEUTRALIZE YOUR POSTURE HABITS



WORKSTATION ARRANGEMENT

According to the Bureau of Labor Statistics and the National Safety Council, musculoskeletal disorders (MSD) accounted for over one-third of all workplace injuries in the United States in 2011. 4,050 MSD injuries including carpal tunnel syndrome, neck, shoulder and back injuries typically required a median range of eleven to sixteen days away from work to recover. The aches and pains that can result from unsafe ergonomic practices take days, weeks, or months to develop. They may eventually resolve or develop in to chronic conditions. Tasks that make you feel sore, stiff, or uncomfortable may have one or more of the following causes: repetitive movements, such as typing for long periods of time without rest; awkward postures, for example bending the neck too far forward or angling the wrists too far backward; static postures, such as sitting for long periods of time without changing position, standing, or stretching. Investing in a proactive ergonomics program can lead to the following benefits: good posture, less exertion, fewer motions and more efficient productive work, improved work quality, reduced turnover, decreased absenteeism, improved morale, increased employee involvement and fewer injuries. Best practice foundational office ergonomics tips are provided below:

Chair – the chair is the foundation for comfortable office work. Select a chair that has a five-point base. The ideal seat pan allows for two to three fingers' width from the front edge of the seat pan to the back of the knee. The front edge of the seat pan should have a softly padded, rounded front edge. The angle of the seat pan should adjust to a reclining, flat or forward position to achieve comfortability. The backrest should be large enough to support the entire back, including the lower lumbar portion. The forearms should rest comfortably on the armrests, with shoulders relaxed. The chair height should be adjusted so legs are at right angles, or hips slightly higher than the knees, and feet resting flat on the floor. Remember the overall goal is to sit in the neutral position.

Work Area – organizing materials that are used most often can affect productivity and comfort. Materials that are used most often should be put in the primary "handshake" zone, about sixteen inches in front or to the sides. Materials used occasionally should be placed further away in the secondary zone. Use overhead shelves, filing cabinets, and desk drawers for items used infrequently to prevent overreaching. Workstations should be located away from and at a right angle to windows to prevent glare. Desks or work surfaces should be a stable, adjustable surface that has a separate adjustable keyboard and mouse platform. Beneath the surface there should be ample room for the legs.

Keyboard – The keyboard should be thin to help keep wrists straight. Wrists and forearms should be relatively straight, slightly above the keyboard. Hands should be at or below elbow height and shoulders should be relaxed, with the elbows close to the body. The mouse should be at the same height as the keyboard, to either side of it. Remember to hover wrists above the keyboard, not resting on a firm surface.

Monitor – The top line most often looked at on the computer screen should be at approximately eye level. The area that is most often looked at on the computer screen should be approximately fifteen degrees below eye level. The computer screen should be at an arm's length distance. Ideally the monitor should be placed in between rows of lighting to reduce glare and eye fatigue.

Telephone – Place the telephone within arm's reach. Additionally, if used frequently, use a headset to reduce awkward neck postures.

Document Holder – Use a document holder, close to and at the same height and viewing distance as your screen, when typing documents.

Additional Free Ergonomic Assessment Tool: <http://www.doa.state.wi.us/ergonomics/>