

Office Ergonomics

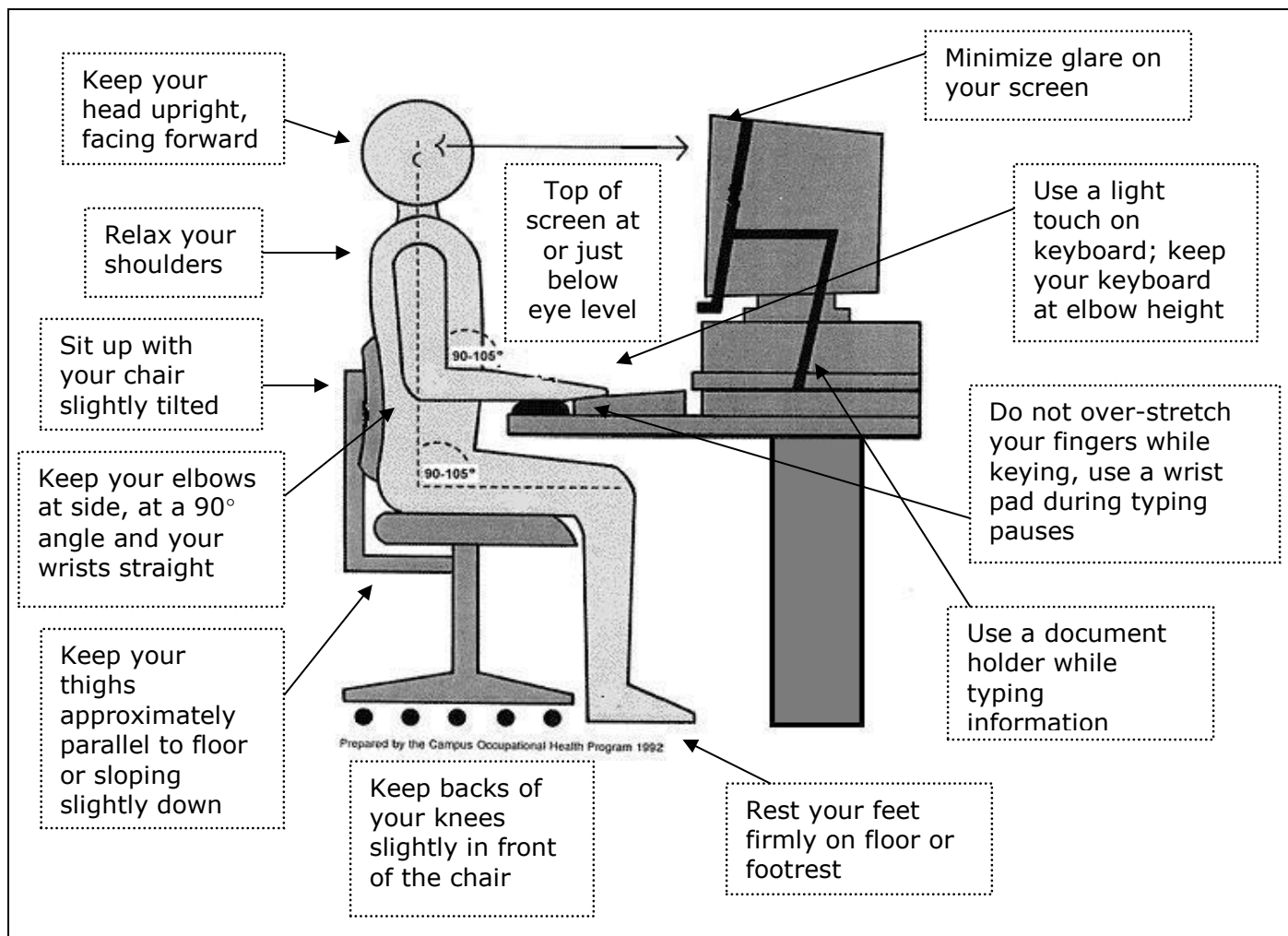
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What is Ergonomics?

Simply stated, ergonomics is adjusting and arranging your work environment to fit you and your body. While changes in your work station may be needed, you may also need to change your body position, to break bad habits such as poor posture, and adjust your work habits to put less stress on your body.

Posture! Posture! Posture!

How do you rate your posture? Sitting up straight really is as important as your parents and teachers used to tell you. Keeping your neck balanced over your shoulders, shoulders relaxed, and back straight and aligned with your hips reduces the stress on your neck, shoulders and back.



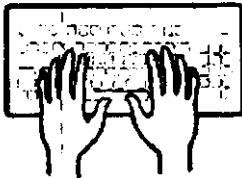
For more information on **Ergonomics** ... Visit our web site at:
<http://www.mtholyoke.edu/go/ergo>

Work Station Guidelines

Working Comfortably

- Posture -sit up straight
- Keep wrist in line with forearm
- Keep feet on floor or footrest
- Minimize twisting
- Minimize neck extension/flexion
- Keep elbows close to body at 90-110°
- Move your eyes not your head
- Relax shoulders

RIGHT!



WRONG!



Work Habits

- Keep telephone and supplies within easy reach
- Eliminate clutter on your work surface
- Vary tasks throughout the day to avoid long blocks of time on a single task
- Take short breaks ...
 - ⇒ Change position for 30 seconds after 10 minutes [e.g. stretch out hands and arms]
 - ⇒ Change position for 3 minutes after 1 hour [e.g. get up and stretch or walk to the copier]
- Use a document holder to keep your work at the same height as your monitor or directly under your monitor so you are looking side to side or up and down but not both
- Do not pound on the keyboard, use a light touch
- Do not squeeze the mouse, grip it loosely
- Use two hands for double key operations (Alt-F, Ctrl-C)

Computer Set up

- Reduce glare by placing computer perpendicular to light source
- Keep your screen and keyboard directly in front of your body
- Put documents at eye level using a document holder
- Keep your mouse at the same level as and close to your keyboard



KEEP WORK CLOSE!



AVOID OVERREACHING!

Laptop Computers

Laptops are great when you need the portability, but when you are routinely using them at your desk, make sure your configuration is not placing unnecessary stress on your body. The smaller keyboard and integral touch pads can put your wrists at a stressful angle.

When at your desk, always connect your laptop to the mouse and keyboard provided. Use a docking station if available. Additionally, you may need to raise the laptop monitor to the appropriate height using a monitor stand, books, or reams of paper. For most people, the monitor height should put the top of the screen at eye level.

Have questions? Contact Environmental Health & Safety, env-health-safety@mtholyoke.edu, ext. 3554.