

Office Ergonomics Awareness



The University of Southern Indiana
Office of Risk Management

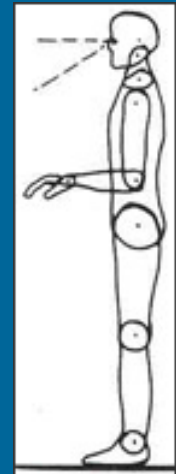
Ergonomics

- The relationship of people to their tools, tasks, and environment
- Tools are designed to fit the employee
- Today's discussion will focus solely on office tools, tasks and environment



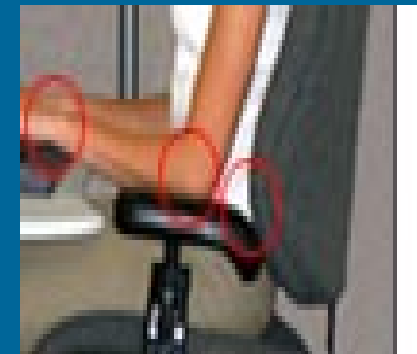
Key Concepts

- Neutral Posture (GOOD)
 - Defined as the position our bodies take in the absence of gravity (e.g., in space)
 - Position in which repetitive stress injury is least likely to occur
- Static Positions (BAD)
 - Muscles become fatigued when blood flow is reduced



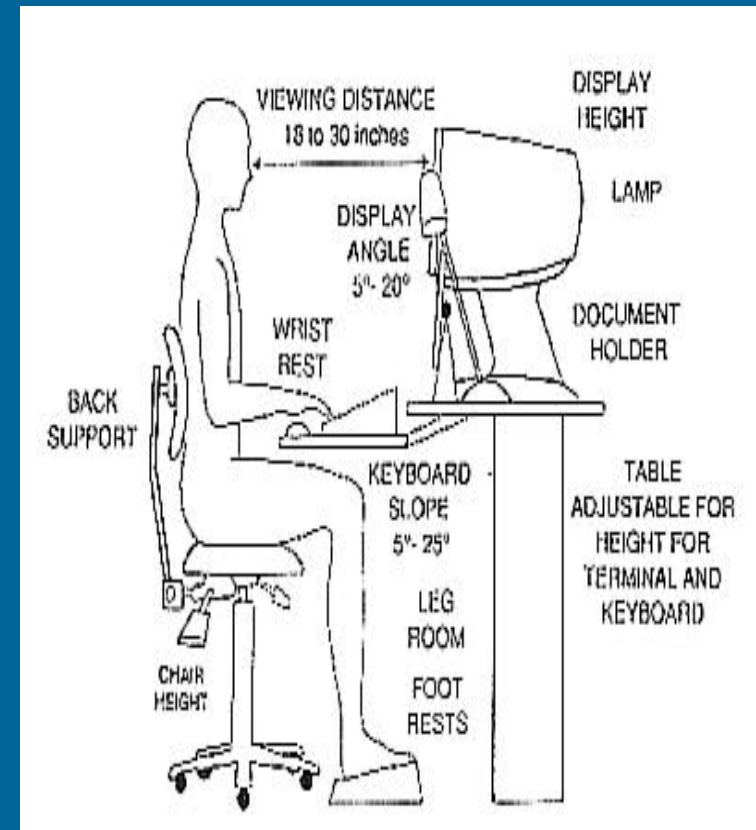
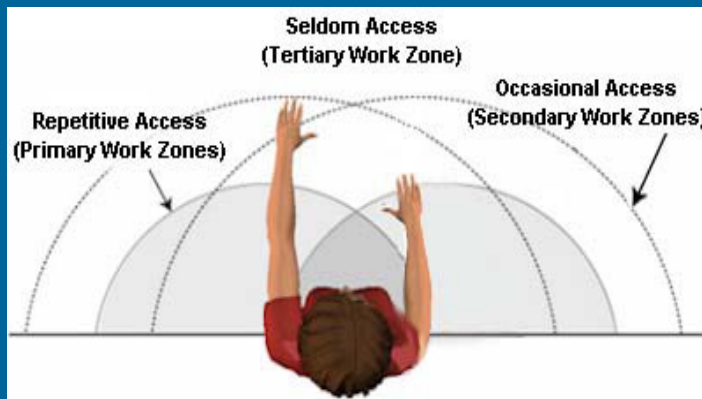
Office-Related Risk Factors

- Repetition
- Sustained static exertions
- Forceful exertions
- Localized contact stresses
- Posture



Workstation Design

- Chair
- Monitor
- Keyboard
- Mouse
- Desk



Chair

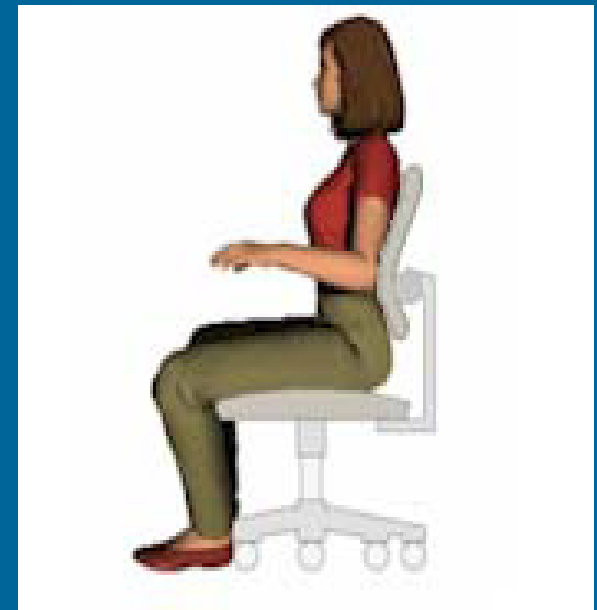
- Choose one with maximum adjustments and simple controls
 - Height
 - Seat depth
 - Seat angle
 - Lumbar support
 - Arm rests
 - Tilt



Neutral Postures Include

■ Sitting

- Head balanced naturally over shoulders (not protruding in front of body)
- Shoulders relaxed, not hunched
- Forearms and thighs parallel to the floor, at a 90° angle to upper arms and lower legs



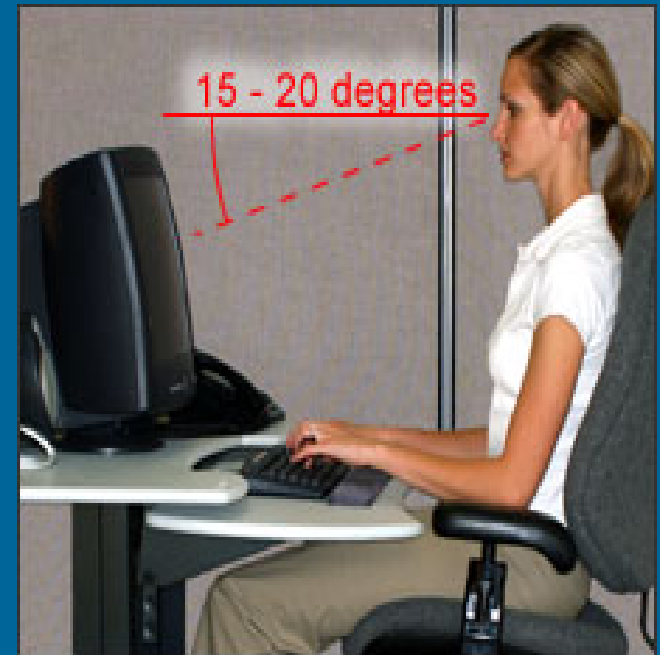
Chair

- Adjust so
 - Feet rest comfortably on the floor or are supported by foot rest
 - Lumbar region of the spine receives support (don't sit on the front edge of chair)
 - Backs of legs are supported
 - Armrests support shoulders and arms
 - You are comfortable



Monitor Positioning

- Directly in front of body
- About 18-30 inches away from body (arm's length)
- Top of monitor about eye level, or slightly below



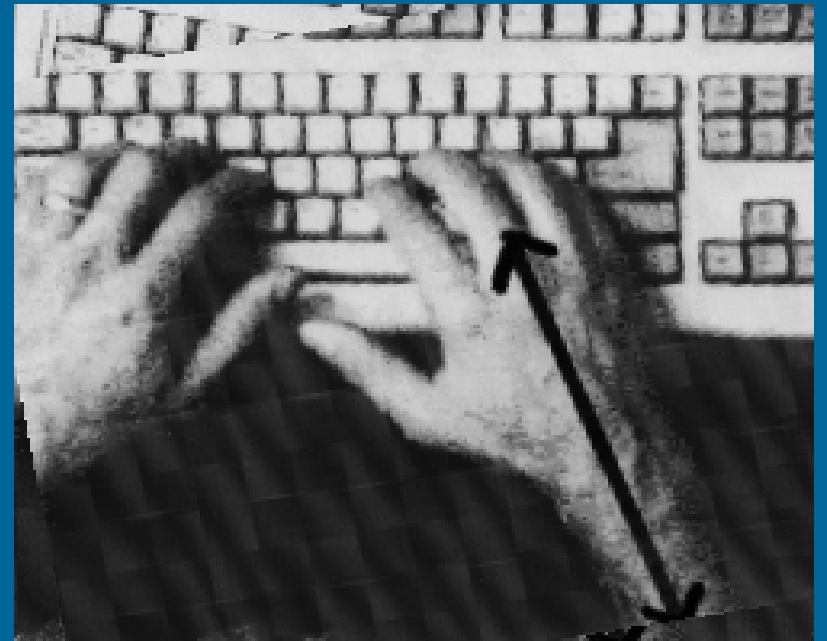
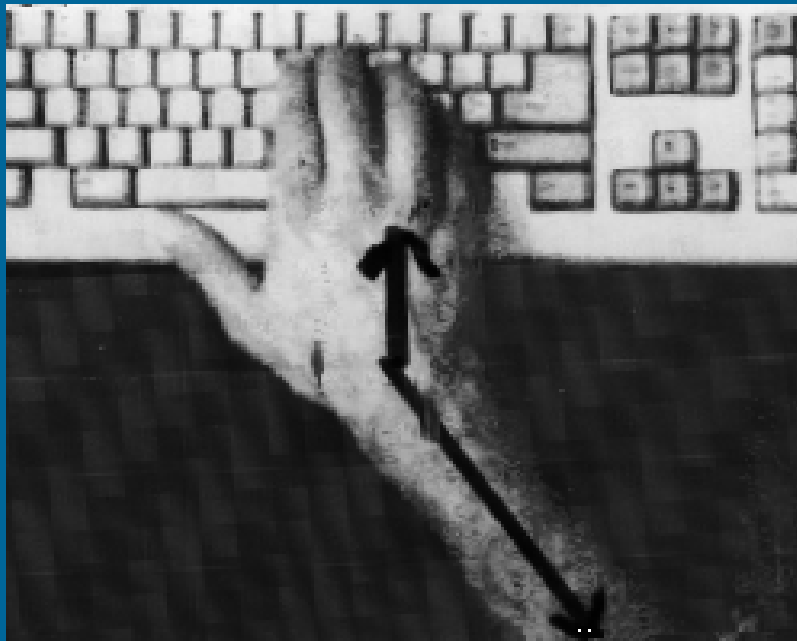
Keyboard Trays

- Keyboard tray with adjustability (swivels left and right, tilts forward and back, allows for mouse, extends to different heights and positions)
- Position so wrists are in neutral posture



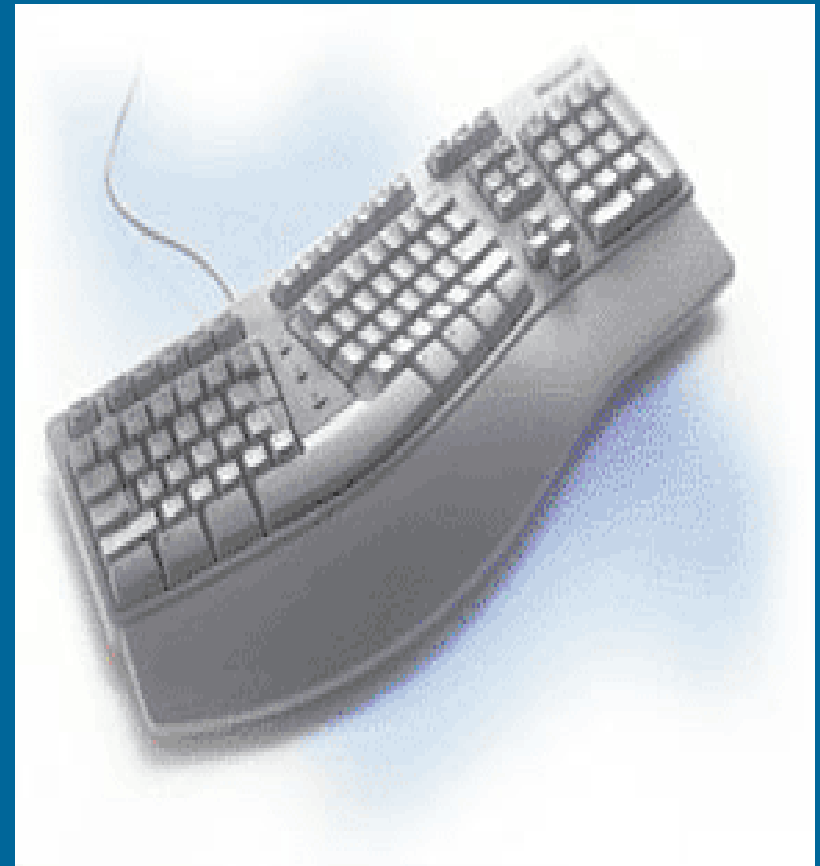
Neutral Postures Include

- Wrist posture
 - Wrists straight, not bent or twisted



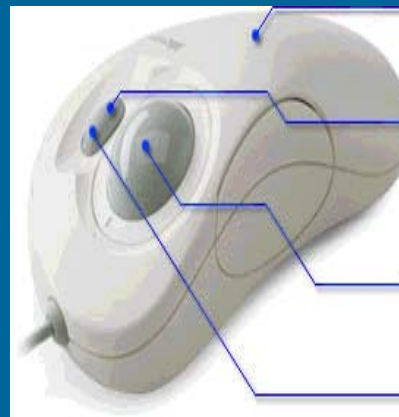
Keyboards

- Several new styles of keyboards
- Designed to promote neutral posture



Mouse

- Should be at the same level and distance as the keyboard



Desk

- Least flexible component
- Obtain accessories to make due with existing furnishings
- If able to purchase new, look for designs that will allow correct monitor, keyboard and mouse positioning



Minimizing Static Positions

- Change Positions Frequently
- Take breaks from repetitive tasks to work with other equipment and muscles
- Exercises



Conclusions

- Take an active role in designing your workspace to prevent injuries
- Strengthen and improve flexibility
- Put practices to work in the office and at home

References:

- Occupational Safety & Health Administration
www.osha.gov/SLTC/ergonomics/index.html
- Texas A&M - Office of Risk Management and Safety www.orms.tamu.edu