

Office Ergonomics



UC DAVIS
**OCCUPATIONAL
HEALTH SERVICES**

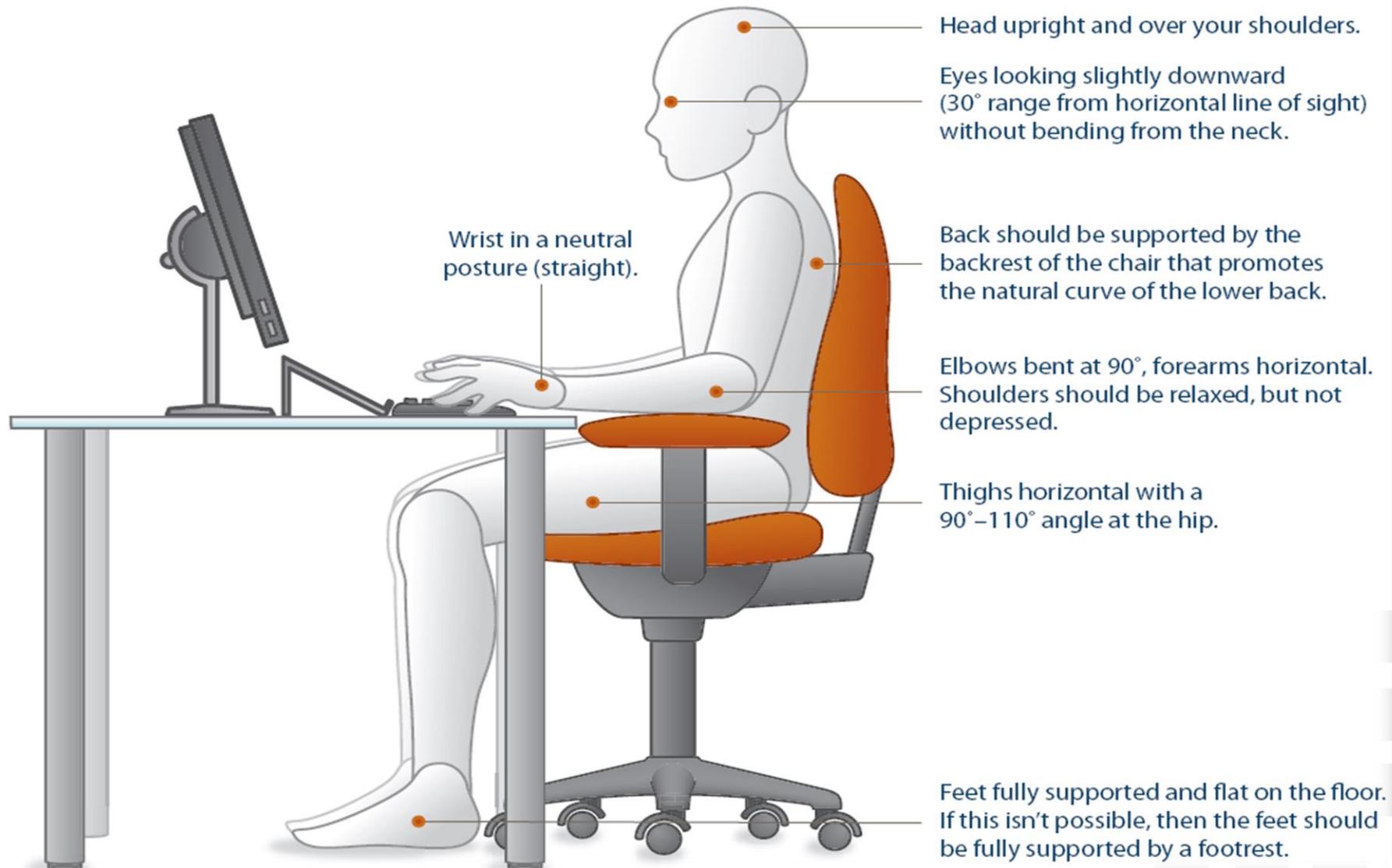


PURPOSE

To provide the tools to set up and maintain a healthy office workspace & environment



WHAT IS A GOOD POSTURE?

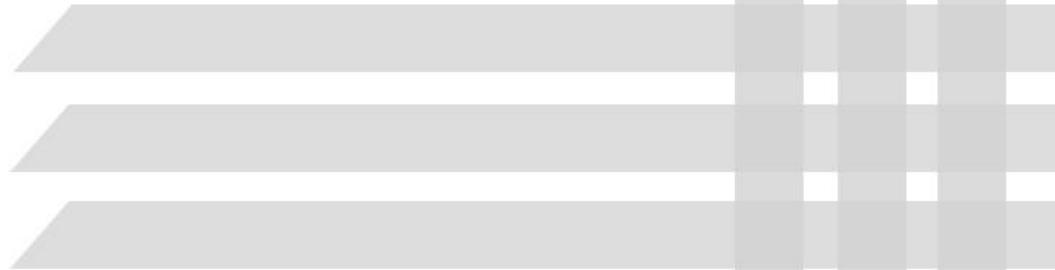


OFFICE SETUP

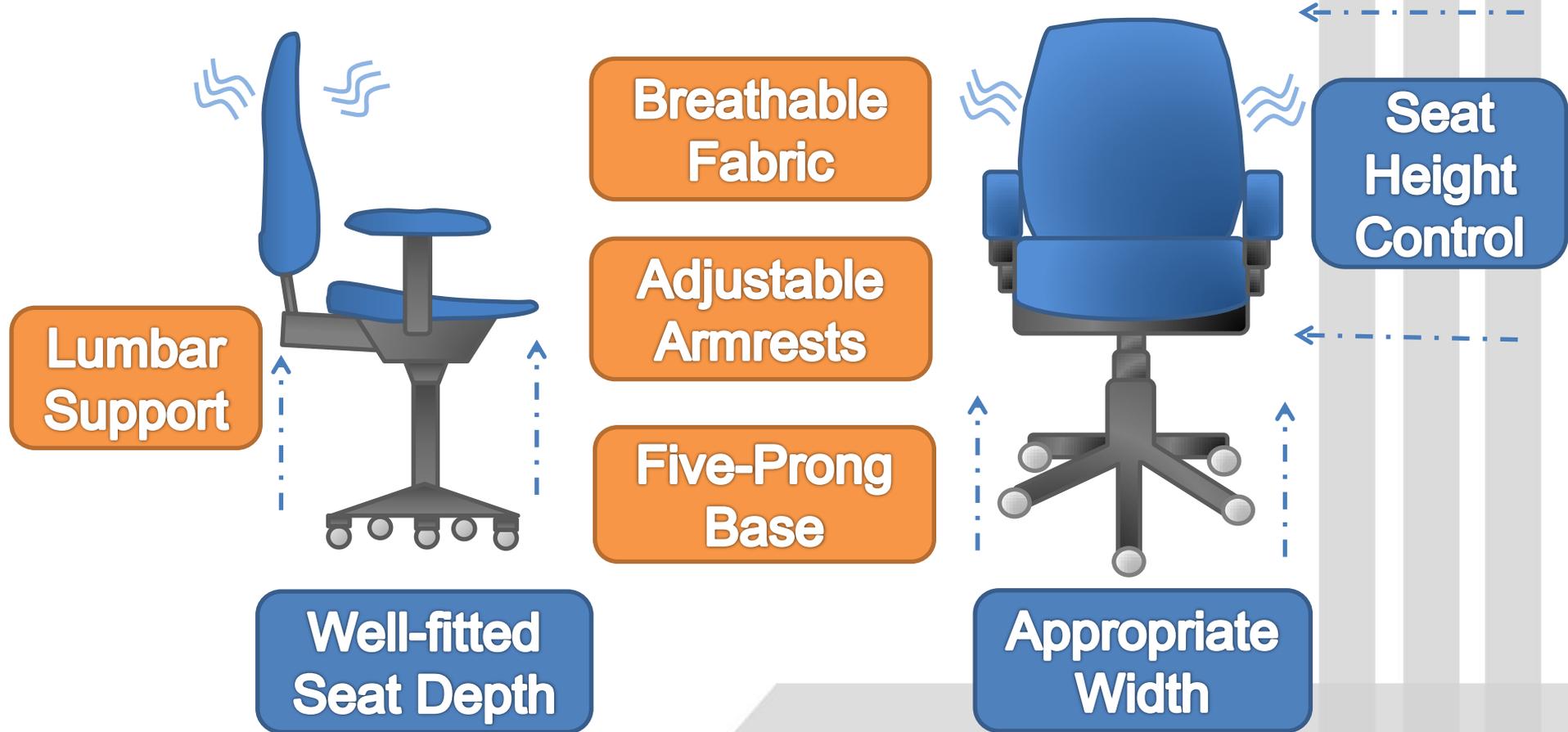
- 1 CHAIR**
- 2 WORK SURFACE**
- 3 INPUT DEVICES**
- 4 MONITOR**
- 5 ACCESSORIES**
- 6 HABITS & EDUCATION**

OFFICE SETUP

1 CHAIR



WHAT DOES A CHAIR NEED?



If your chair does not have the blue box features, it may be time to get a new chair

CHAIR HEIGHT

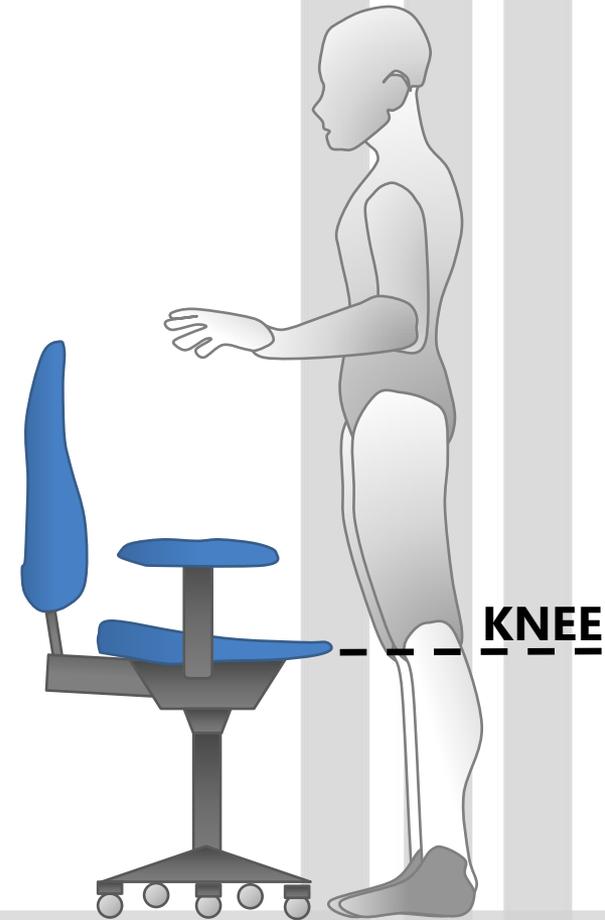
While standing, adjust the height of the chair so the highest point of the seat is just **below your kneecap**

Feel Pressure in the Rear ?

Raise Your Chair

Feel Pressure in the Thighs?

Lower Your Chair



Even Weight Distribution is the Goal

LUMBAR SUPPORT

When sitting, adjust the height of the backrest so the lumbar pad supports the natural curve of your lower back

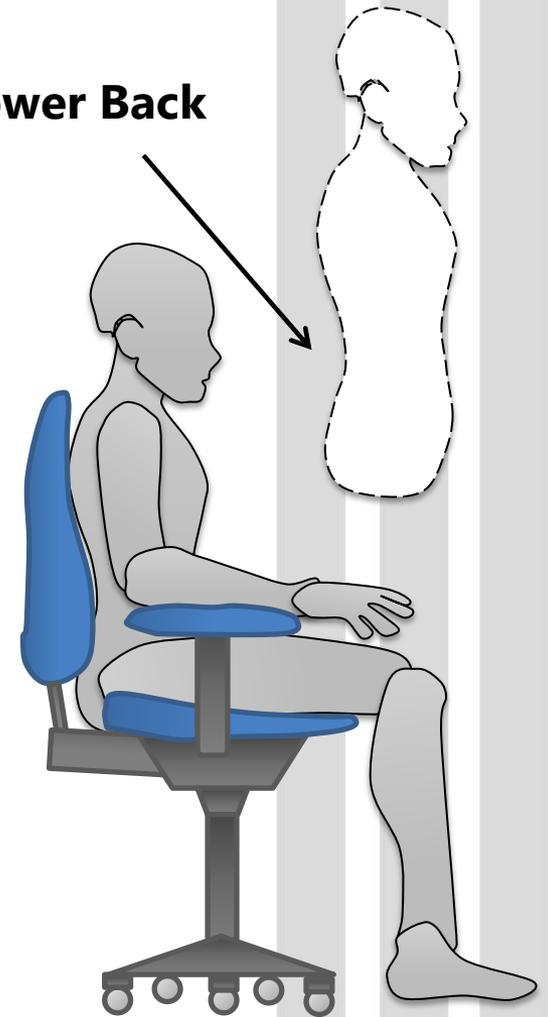
Feel Contact on Lower Back

SEAT TILT

Sit either flat or slightly upwards (5°) to improve comfort

Seat Pan is Flat

Lower Back



SEAT DEPTH

When sitting, the seat pan should allow you to use the back support without the front of the seat pressing against the back of your knees

Two Fingers Gap Space
Between Seat Edge and
Back of the Knee



If you cannot sit back in your chair with a 2 finger gap, it may be time to get a new chair

SEAT WIDTH

The seat pan should be wide enough so it does not apply pressure to the side of your thighs.

Conversely, the seat should be narrow enough to be able to reach the armrests when they are properly adjusted.

Shoulder Width \approx Seat Width



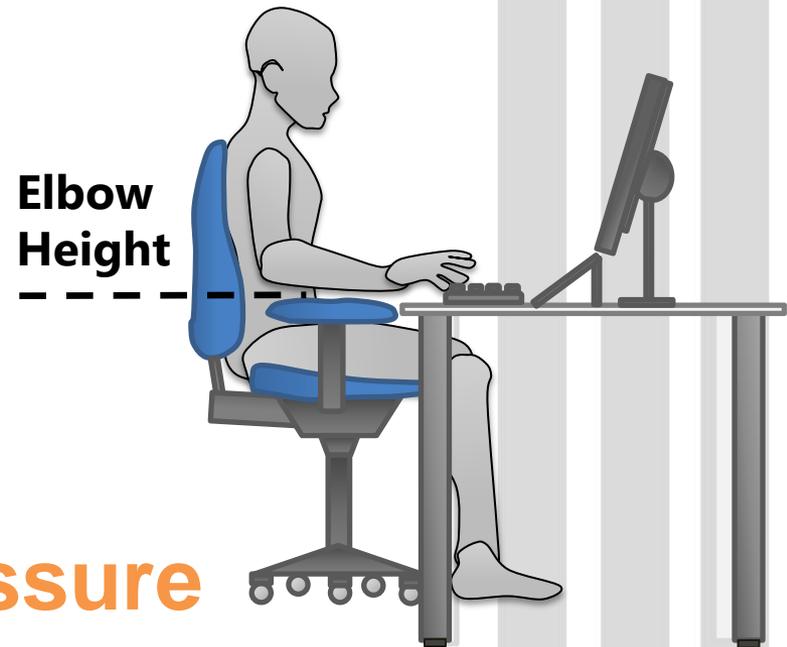
ARMREST POSITION

Armrests should not prevent the chair from being drawn close to the desk, nor restrict natural movements

Armrest \approx slightly below elbow height

Armrest Too High \rightarrow
Shoulder Pressure

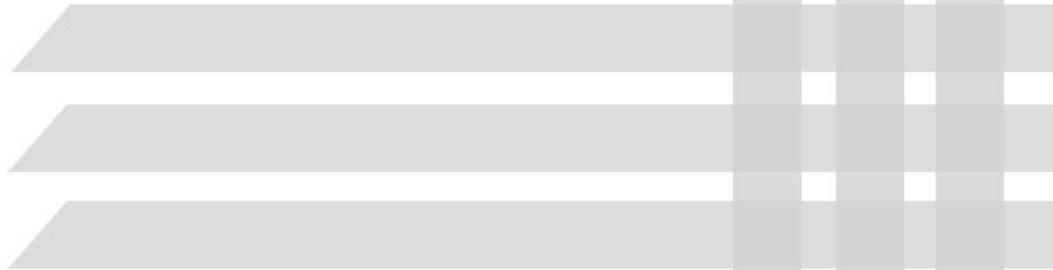
Armrest Too Low \rightarrow
Back & Neck Pressure



OFFICE SETUP

1 CHAIR

2 WORK SURFACE



WORK SURFACE

Once chair is adjusted, ensure top of work surface is at elbow height

Use belly button if elbow height cannot be determined

Table Top \approx Elbow Height

Table is Too High →

Shoulders Raised & Wrist Pressure

Table is Too Low →

Back & Neck Pressure



WORK SURFACE

If you cannot reach your elbow height, consider the following:

Table below elbow:

Raise Surface

Adjustable Table

Table above elbow:

Foot Rest

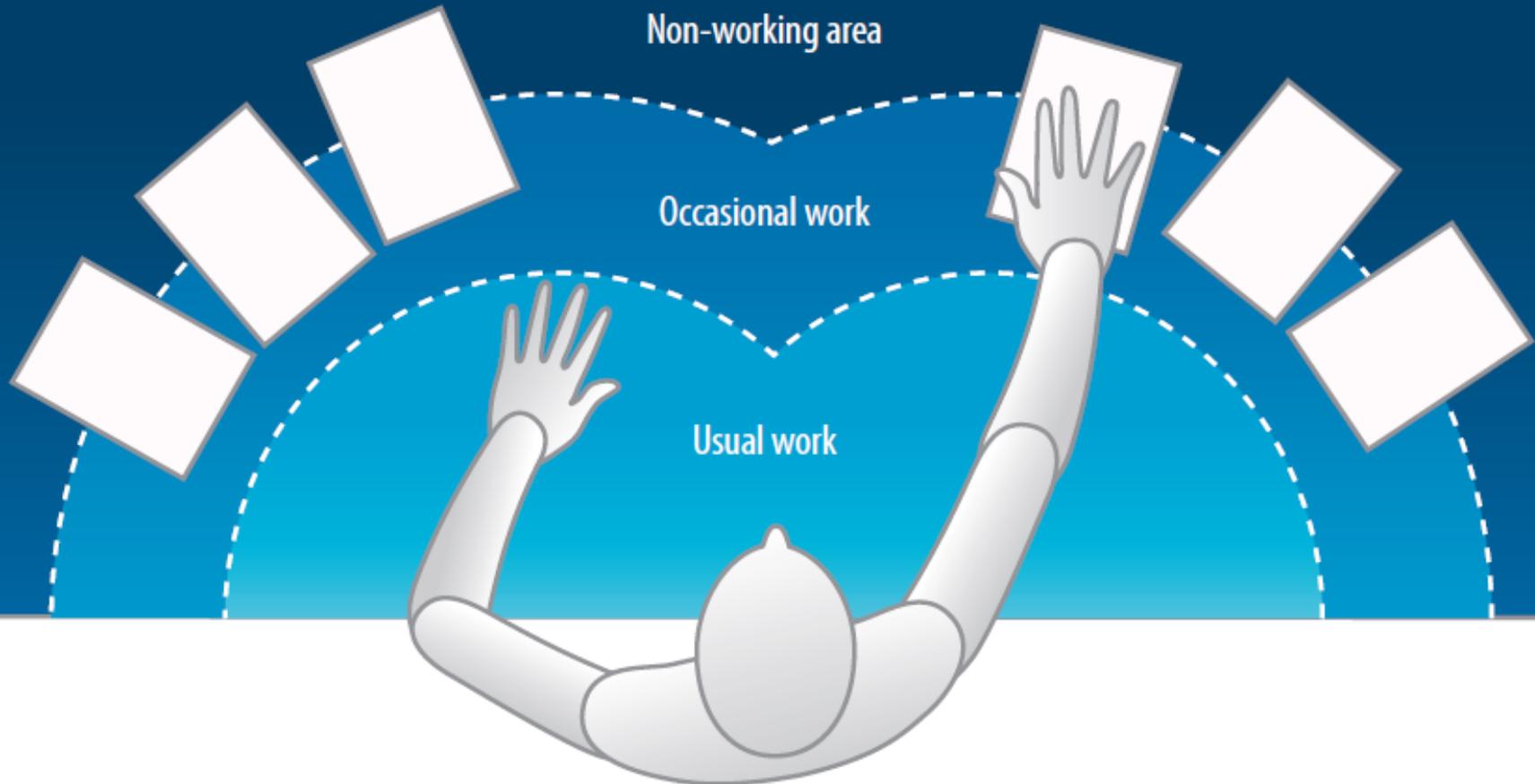
Lower Surface

Adjustable Table



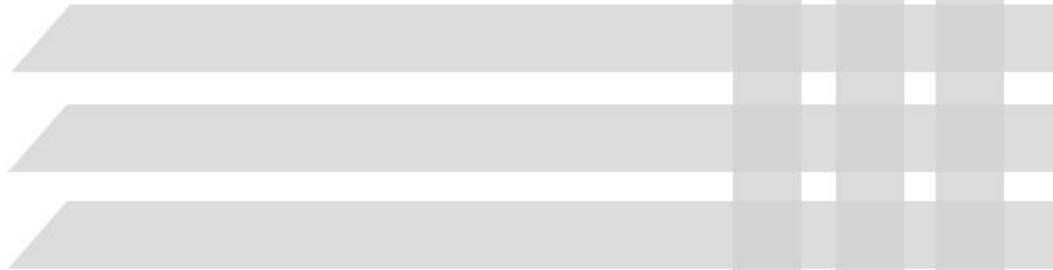
WORK SURFACE ORGANIZATION

Arrange Work Materials Based On Frequency to Reduce Reaching



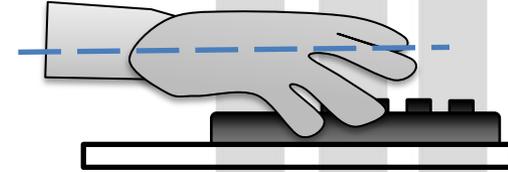
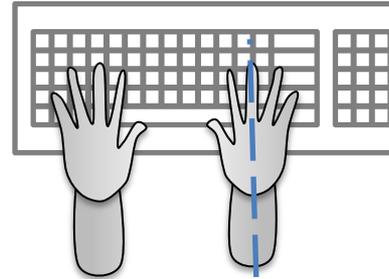
OFFICE SETUP

- 1 CHAIR
- 2 WORK SURFACE
- 3 INPUT DEVICES



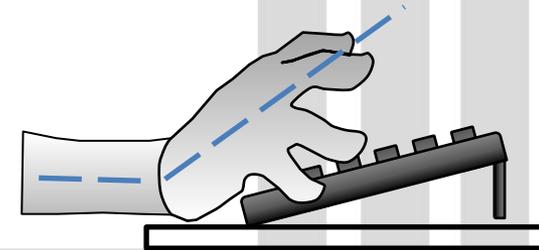
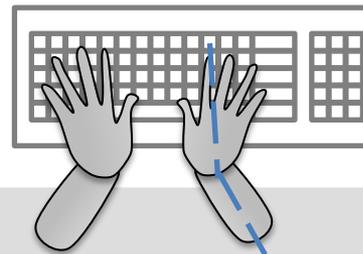
NEUTRAL WRIST POSTURE

Keep Wrists in Neutral Posture



Straight Wrist=Neutral Posture ✓

Avoid Awkward Wrist Posture



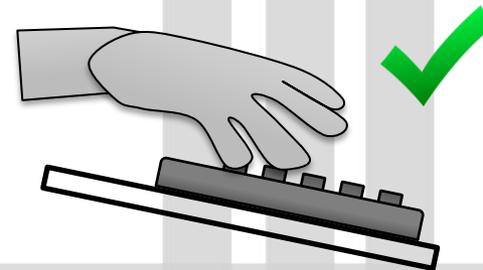
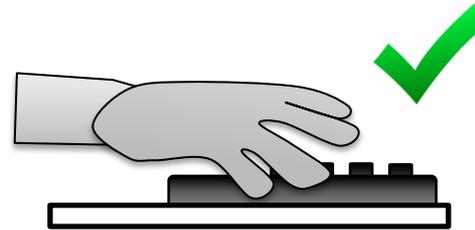
Bent Wrist=Awkward Posture ✗

KEYBOARD INFORMATION

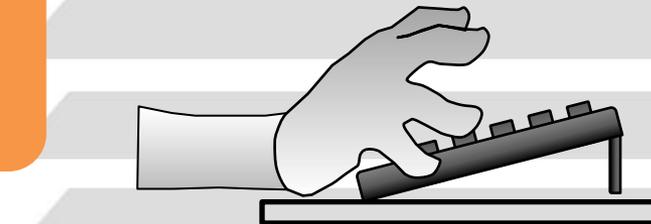
Ergonomic keyboards benefits depends on the user and the type of work



Ergonomic keyboards promote neutral wrist posture, but research **does not** provide conclusive evidence that they reduce the risk injury



Place Keyboard Flat
or Negative Tilt

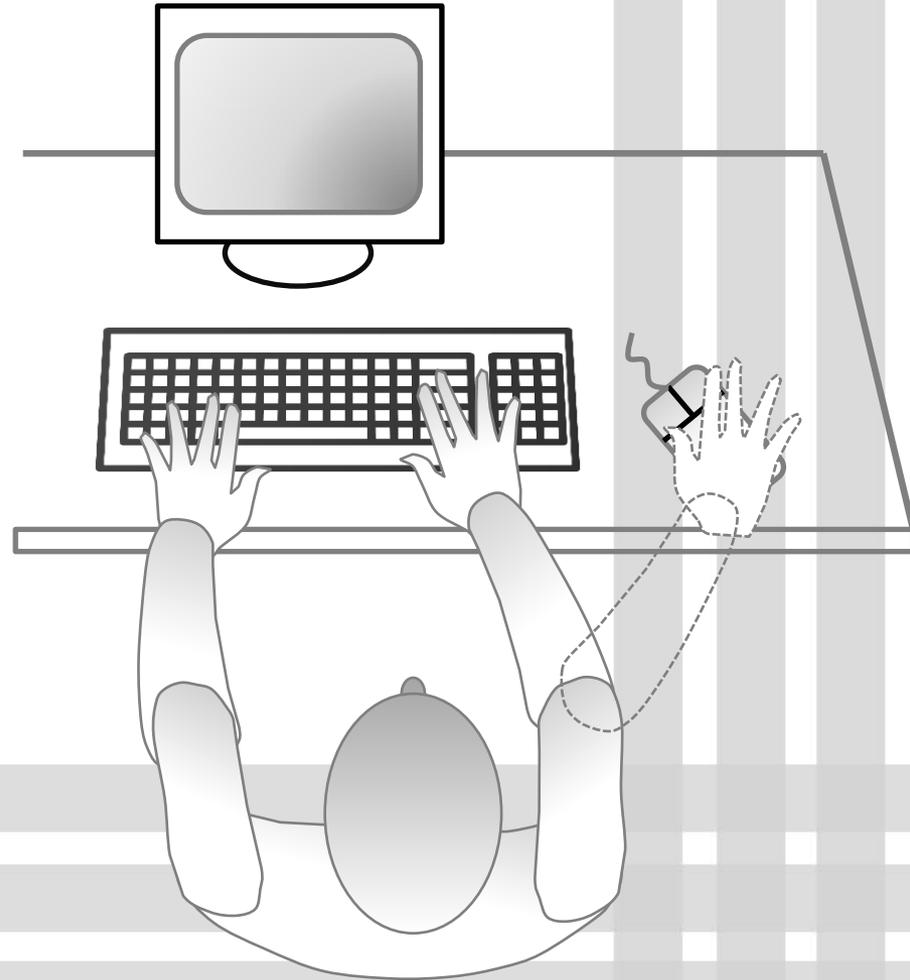


MOUSE PLACEMENT

Ensure mouse & keyboard are on the same work surface

Move mouse from the shoulder, not the wrist

Keep mouse as close as possible to reduce movement

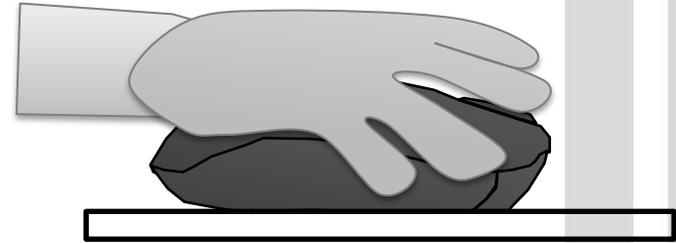


MOUSE SIZE

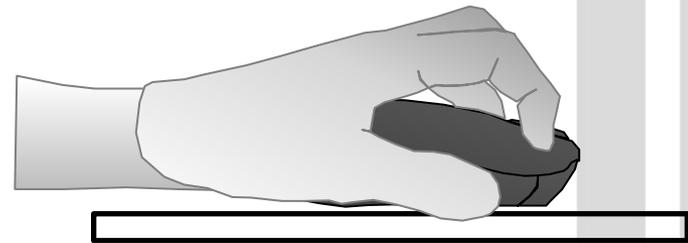
Find an appropriate mouse that fits your hand's width and length

If mouse is too small:

Causes Over-Gripping



Comfortable Grip

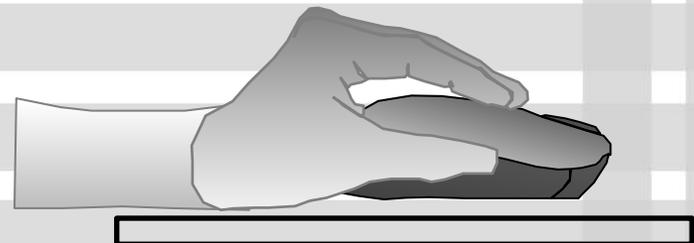


Over-gripping



If mouse is too large:

Pinch Grip



Pinch Grip



QUICK KEYS

Use the shortcuts to **reduce mouse use**

BASIC FUNCTIONS

YOU PRESS	IT DOES
Ctrl+Esc	Activate Start Menu
Shift+F10	Right-click/context
Tab	Next field
Ctrl+Tab	Previous field
Ctrl+F4	Close sub-window
Alt+Tab	Next program
Alt+F4	Close program

EDITING AND FORMATTING

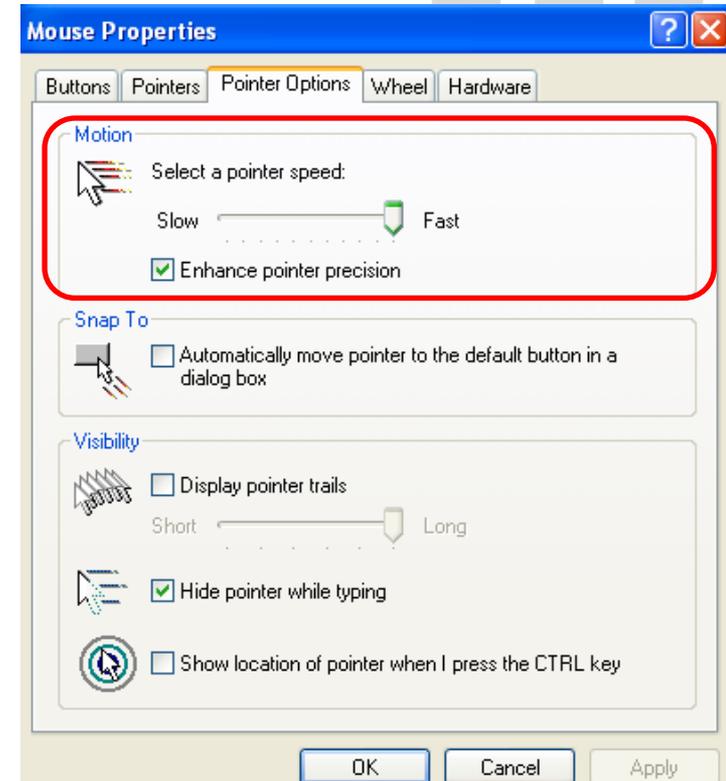
YOU PRESS	IT DOES
Ctrl+B	Bold selected area
Ctrl+I	Italicize selected area
Ctrl+U	Underline selected area
Ctrl+Enter	New page
Ctrl+Z	Undo
Ctrl+A	Select all

CLIPBOARD RELATED COMMANDS

YOU PRESS	IT DOES
Ctrl+X	Cut selected area
Ctrl+C	Copy selected area
Ctrl+V	Paste selected area

MOUSE TRACKING SPEED

- 1 Click Start
- 2 Go to Control Panel
- 3 Click On Display Icons
- 4 Click On Mouse
- 5 Click On Pointer Options
- 6 Increase Pointer Speed & Enhance Pointer Precision



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MONITOR

Distance

Arm Length Distance

Height

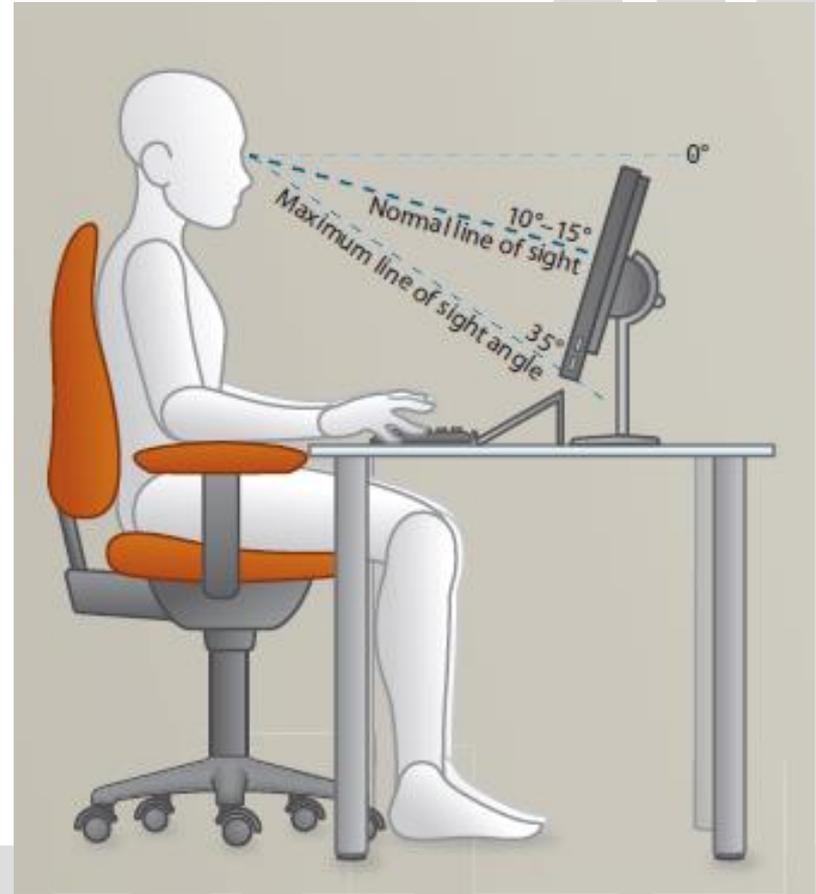
Top of Monitor
Below Eye Level

Location

Directly in Front

Size

Rectangular Displays



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ILLUMINATION

Windows

Have the window facing the side of your computer

Ensure windows have blinds or tint to block light

Add task lamp if needed to diffuse direct light sources

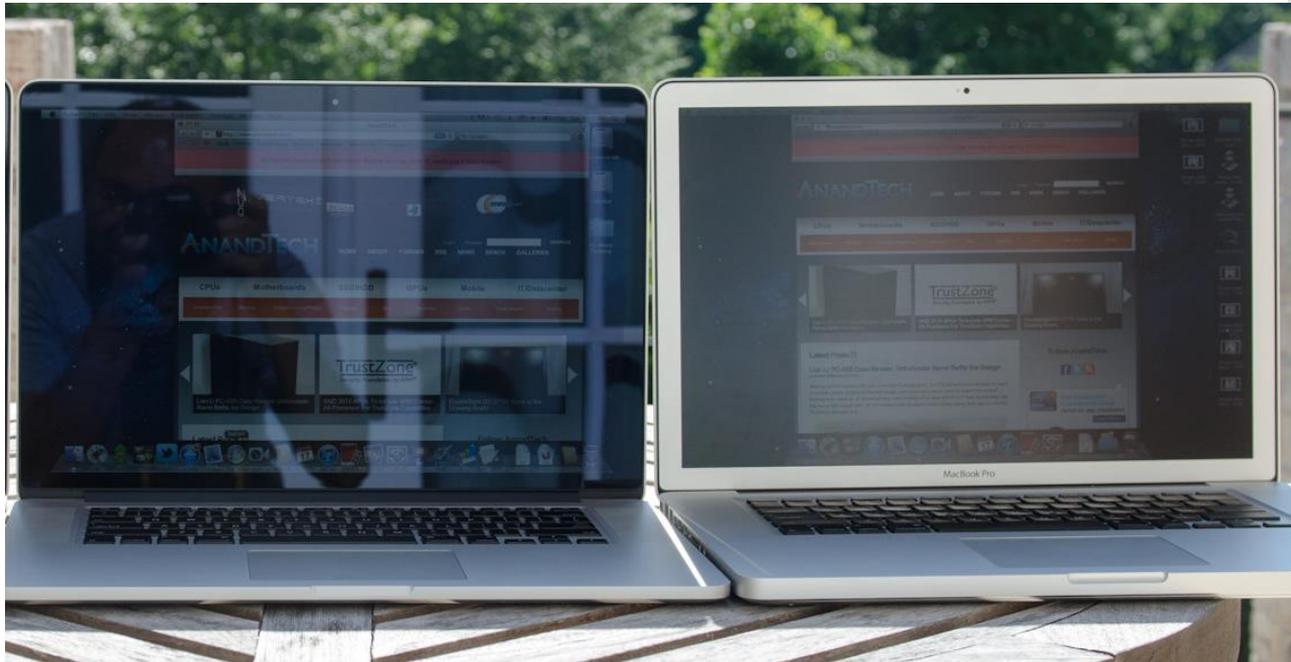


GLARE

Choose monitors that have matte displays to reduce direct glare

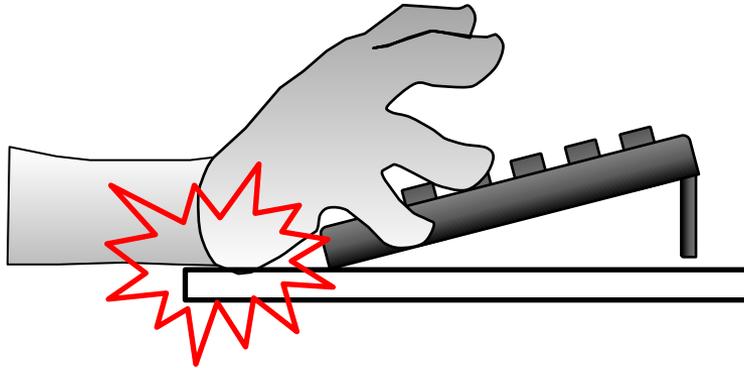
Reposition monitors to reduce glare

Reduce screen contrast or add a privacy filter

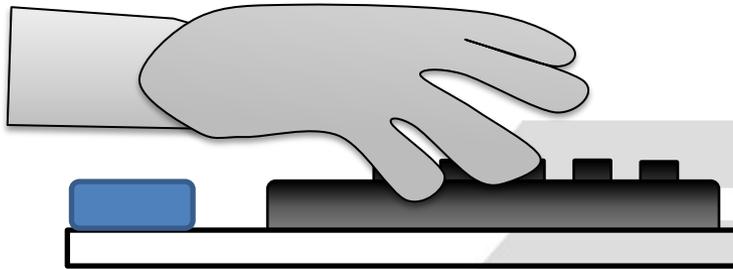


WRIST RESTS

Avoid Resting on Hard Surfaces



Try to “Float” Over Working Surfaces



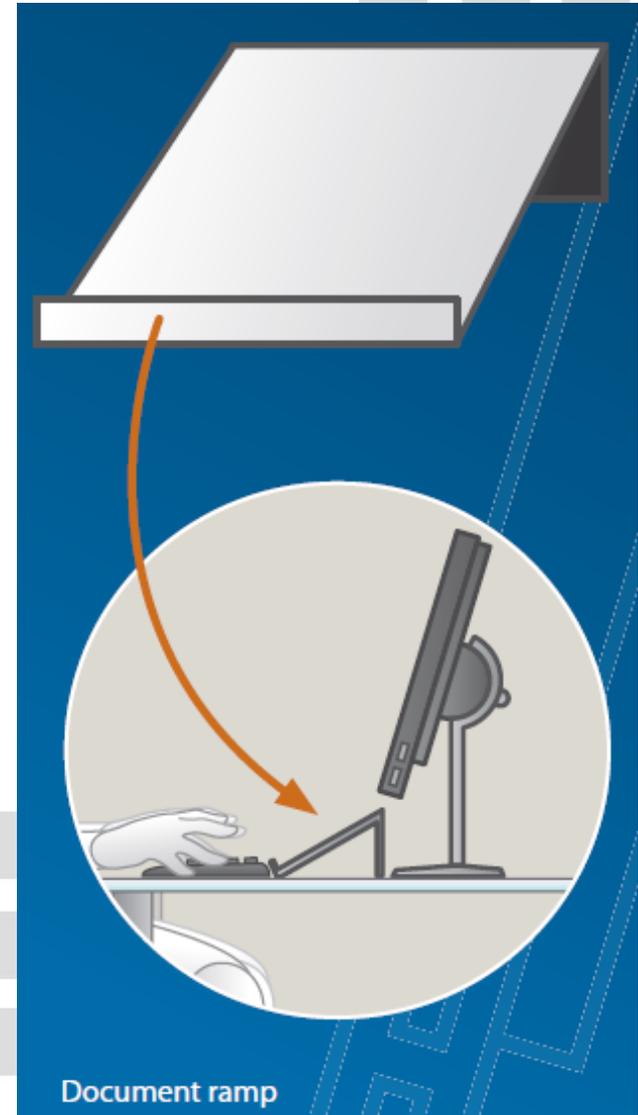
Wrist rests should be thinner than keyboard

DOCUMENT HOLDER

Documents positioned too far can require awkward head postures

Place between Keyboard and Monitor

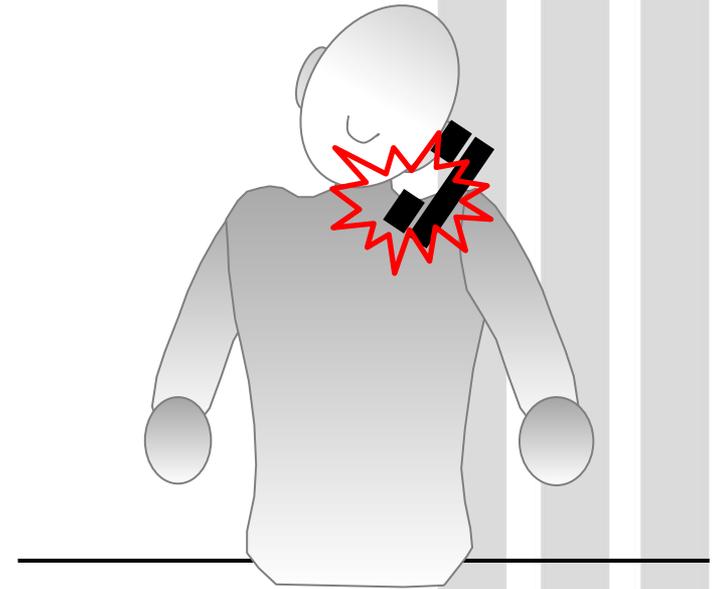
Be Stable when loaded



PHONE

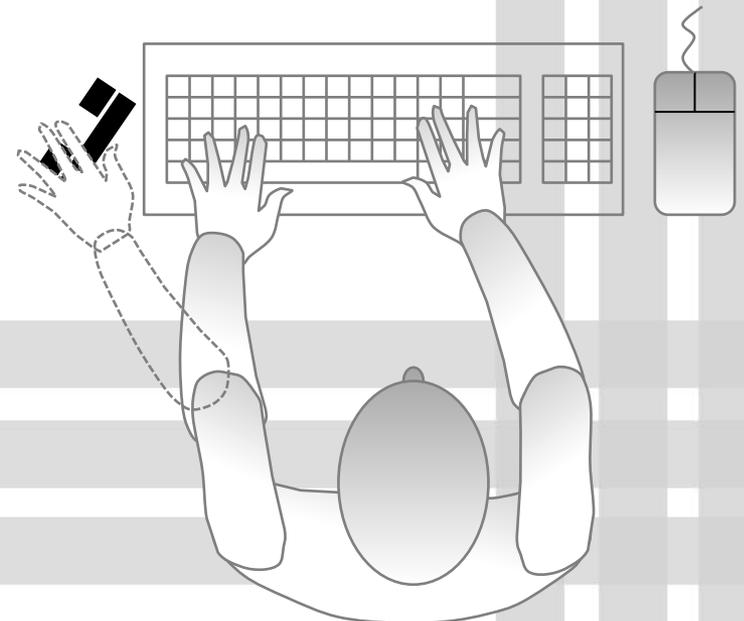
Avoid Phone Cradle

Consider a headset or speaker phone



Reduce Reaching

Keep Phone within Arm's Reach



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HABITS

Micro-breaks

Take 1-2 min break ever hour relieve fatigue

20-20-20 Rule

Take 20 sec to look at something 20 feet away and repeat every 20 min

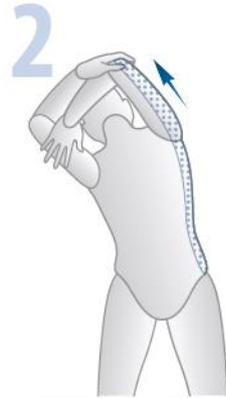
Job Rotation

Every 2 hours change job tasks or input devices to reduce strain on the body

STRETCHES



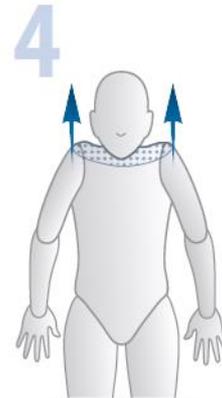
10-20 seconds, two times



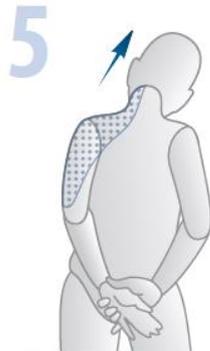
8-10 seconds, each side



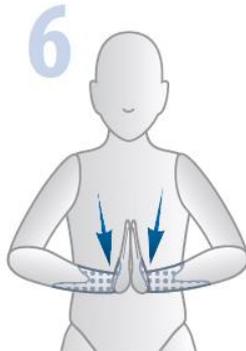
15-20 seconds



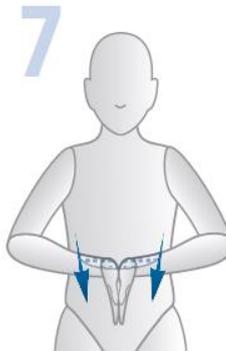
3-5 seconds, three times



10-12 seconds, each arm



10 seconds



10 seconds



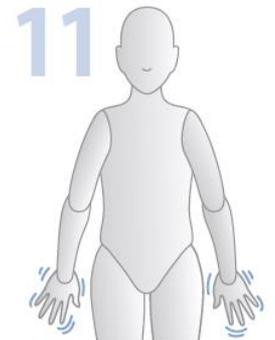
8-10 seconds, each side



8-10 seconds, each side



10-15 seconds, two times



Shake out hands, 8-10 seconds

Thank You

**Any More Assistance?
Please Take Risk Assessment**



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