

Easy Ergonomics

For Computer Users



Care West
INSURANCE COMPANY

"Safety has its Rewards"

Disclaimer

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- ◆ This program with the accompanying Easy Ergonomics for Computer Users booklet developed for publication by Cal/OSHA Consultation Service is not meant to be a substitute for, or a legal interpretation of, the occupational safety and health standards.
- ◆ Please see the *California Code of Regulations, Title 8*, or the *Labor Code* for detailed and exact information, specifications, and exceptions

Intro to Office Ergonomics

- ◆ Workstation setup is an essential job skill; a critical part of performing your job
- ◆ By properly interacting with your computer and furniture you can work safely and comfortably
- ◆ This program is designed to work with existing furniture & equipment
- ◆ Talk to your supervisor if you are in feeling discomfort or cannot improve the situation with your resources.

Program Objectives

- ◆ We will review the primary ergonomic risk factors
- ◆ We will establish the ergonomic goals in setting up a workstation
- ◆ We will learn how to use the Computer Ergonomics Guide to identify and address improvement opportunities

Computer Risk Factors

- ◆ Keying for long periods (without breaks or rest)
- ◆ Using force when striking the keys or gripping the mouse
- ◆ Awkward neck shoulder, elbow, wrist, of back postures
- ◆ Remaining in the same position for long periods
- ◆ Continuous pressure (e.g., wrist rest, desk edge, armrest, or front edge of the chair)

Using the Discomfort Table

| If you are having pain or discomfort here... | It may be related to this... | Refer to these pages... |
|--|---|-------------------------|
| LOWER BACK | <ul style="list-style-type: none">• Chair adjustment• Organization of the work station | 8- 15 22- 25 |

See page 4

Office Ergo Goals

- ◆ Sitting
- ◆ Keying
- ◆ Mousing
- ◆ Organizing Work Space
- ◆ Viewing Monitor
- ◆ Reading Documents
- ◆ Software and Operating Systems

Sitting

ACTION GOAL #1: Adjust the seat pan height so that

- a. Your feet rest comfortably flat on the floor, or on a footrest.
- b. Your knees are slightly lower than your hips.



Sitting

ACTION GOAL #2: Adjust the seat pan depth so that there is a 2– 4-inch gap between the back of your knees and the front edge of the chair when your back is against the chair.



Sitting

ACTION GOAL #3: Adjust the height of the back of the chair so that the curve of the back of the chair fits into the deepest part of the curve in your lower back.



Sitting

ACTION GOAL #4: Adjust the tilt of the back of the chair so that the back of the chair is upright or tilted back for comfort.



Sitting

ACTION GOAL #5: Adjust the armrests so that

- a: They are slightly below your elbows when your shoulders are relaxed.**
- b. Your arms hang comfortably at your sides.**



Sitting

ACTION GOAL #6: Adjust the armrests so that they do not interfere with access to keying, mousing or writing surfaces.



Keying

ACTION GOAL #7: Adjust the keyboard height so that

- a. **Your shoulders are relaxed, and your elbows are close to your body.**
- b. **Your elbows are bent to 90 degrees, slightly greater (inner angle).**
- c. **The tops of the home row keys are the same height as your elbows or slightly below your elbows (negative tilt).**
- d. **Your wrists are straight (not bent).**



Mousing

ACTION GOAL #8: Place the pointing device so that it is close to the keyboard.



Organizing the Workstation

ACTION GOAL #9: Organize the work space so that

- a. Reaches performed frequently are within the near work space (your elbows are at your sides).**
- b. Reaches performed occasionally are within the near or mid work space (no more than an arm's length away).**
- c. You are not reaching across your body to work.**



Work Handedness



Left-handed workstation



Right-handed workstation

- ◆ Set up your station to favor your dominate hand.
- ◆ See page 22-25 to learn how to fit your station to your “handedness.”

Viewing Monitor

ACTION GOAL #10a: Adjust the height of the monitor so that

- **It is directly in front of you and the the top line of print is at or just below eye level, or lower if you wear bifocal, trifocal, or progressive lenses AND**
- **You are able to scan the screen from top to bottom using only eye movements, not head movements.**



*With bifocal, trifocal,
or progressive lenses*

Viewing Monitor

IF YOU SEE THIS ...



Monitor too high

TRY THIS ...



Lower the monitor

OR



Raise the chair

Viewing Monitor

ACTION GOAL #10b: Start with the monitor an arm's length away. Then adjust the distance of the monitor so that you can sit against the back of the chair and read the monitor screen from a comfortable distance, without experiencing eye fatigue, blurred vision, or headaches.



Viewing Monitor

ACTION GOAL #10c: Adjust the tilt of the monitor so that the screen is free of glare.



Position Document

ACTION GOAL #11: Position the document so that

- a. It is off the flat worksurface and in your line of sight.**
- b. It is directly next to the monitor or between the monitor and the keyboard.**
- c. It is at the same distance as the monitor or closer.**
- d. You can shift your view between the document and the monitor by moving only your eyes, not your head.**



Software or Operating System

💧 ACTION GOAL #12a

Know your software to reduce frustration, keying, and mousing, and to improve efficiency.



Software or Operating System

🟢 ACTION GOAL #12b

Become proficient.



TIPS TO IMPROVE THE WAY YOU WORK

- ◆ Take micro-breaks every 30 minutes for one or two minutes. Find opportunities to get out of your chair and move around.
- ◆ Place the telephone on your non-dominant hand side.
- ◆ Use a telephone headset or the speaker when performing tasks simultaneously with the telephone.
- ◆ Type with the tips of the fingers.
- ◆ Change postures frequently
- ◆ Use shortcut keys whenever possible
- ◆ Alternate between mouse and trackball.
- ◆ Use larger muscles by moving from the elbow and shoulder, rather than from the wrist, when operating the pointing device.
- ◆ Stand up to reach into overhead bins rather than reaching up from a sitting position, OR, lower the overhead storage bins if possible.

Thank You



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