

Office Ergonomics-Self Evaluation

Chairs - Having an adjustable chair that provides back, leg, and arm support will help in the reduction of stress in the back, neck, and arms. How the chair is used during daily function can be more important than the type of chair being used.



- Make sure height of chair allows feet to be flat on floor or on footrest with knees bent. Being seated too high can leave your back unsupported and lead to numbness, restriction in circulation and pain.
- Thighs should be parallel to floor with upper to lower leg angle slightly greater than 90 degrees
- The edge of the seat should not press into the back of the knees
- Keep armrest at a height which will keep shoulders relaxed but supported
- Make sure to take breaks periodically and stretch

Keyboards- Keyboard placement is critical during long periods of use. Incorrect placement can lead to ergonomic injuries of the hands, wrist, elbows and shoulders. Correct placement can help to change incorrect posture which may help in the reduction of these injuries. Correct placement is most easily achieved through the use of an articulating keyboard tray.



- The keyboard should be at elbow level not causing arms to be extended
- Shoulders should be relaxed when typing
- A 90 degree angle should be established between forearms and upper arms
- Wrist posture should maintain a neutral position or slightly bent down. Bending wrist upwards can cause stress on tendons in the hand leading to discomfort

Mouse- The mouse should be placed at a distance that does not cause overextension. Ideally the mouse should be at the same height and reach as the keyboard.



- Choose a mouse that feels comfortable and natural to your hand
- Mouse should be a comfortable distance keeping a 90 angle of elbow
- Keep wrist straight when using mouse. Do not rely solely on wrist for movement.
- Avoid tightly gripping mouse when in use
- Adjust the sensitivity setting on the computer's control panel to maximize range motion



Monitor- Proper monitor placement can help relieve issues with neck, back and eye strain.



- Make sure monitor is around 20 inches away from your body
- Set the height of the monitor to be level with the top third of the screen
- Adjust the monitor brightness for comfortable viewing
- Make sure all documents are within the same distance as monitor to prevent excessive movement

Desk- A workstation that is accommodating to the worker will reduce movements that can lead to straining

- The desk should allow for both legs to comfortably fit underneath and allow them to stretch out.
- Materials and objects that are used most often should be placed closer to minimize reaching
- Place the phone on the side of the non-dominant hand
- Arms should avoid contact with sharp edges to avoid irritation
- Keep the workspace clear of obstructions that cause awkward placement of desk components that may lead to straining postures

Work Habits- Extended periods of sitting and repetitive tasks can lead to straining and fatigue. Changing activities during the day can help alleviate issues associated with static positions

- Adjust the workstation periodically to utilize different muscle groups and give rest to fatigued areas
- Take time to stretch, stand, or walk during the day to avoid extended fatigue of muscles.