OFFICE ERGONOMICS

Optimize Your Workstation Set Up

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Todays Topics

- **What** is ergonomics and what are ergonomic risk factors
- **Why** ergonomics?
- **How** to set up your workstation
- **Ergonomic** best practices and good habits
- **Stretching** for health

Pearls of Wisdom!
How not to do this!
What is Ergonomics?

“Ergonomics is the practice of designing jobs or workplaces to match the capabilities and limitations of the human body”

To build a workstation that fits you!
Why Ergonomics?

Why do we consider ergonomics at work?

- Work Comfortably
- Prevent/Reduce Discomfort
- Reduce Fatigue
- Increase Efficiency and Productivity

Work at Your Best!
When do we consider ergonomics?

- New employee
- New workstation
- Change in job demands and/or tasks
- Fatigue and discomfort

**Fatigue is the first sign of injury—take action before it escalates!**
What Are Ergonomics Risk Factors?

- Repetition
- Duration
- Force
- Contact Stress
- Awkward Posture
Awkward, prolonged, static postures

Holding your body in a non neutral position, for extended periods of time.
Contact Stress

Prolonged sustained periods of time where soft tissue and sensitive structures are held against hard edges and surfaces.
Performing the same action repeatedly for extended periods of time
Forceful Exertions

- Pounding the keyboard
- Grip pinch the mouse
- Handwriting
Why Do We Hurt?

- Cumulative trauma disorders (CTDs) are caused by the wear and tear on the human body due to exposure to ergonomic risk factors.
Cumulative Trauma Disorders

Trauma → Scar Tissue → Inflammation → Healing → Pain → Trauma
Signs and Symptoms of CTDs

- Fatigue and “heaviness”
- Tightness
- Discomfort
- Numbness or Tingling
- Weakness

Don’t let it get past this point!
Common Injuries

**Tendonitis** - Inflammation of the tendon

- Wrist
- Elbow
- Shoulder
- Hand

Occurs near the joints
Common Injuries

**Muscle Strain** - Microscopic tears

- Results in reduced mobility
- “Knots” in the muscle
- Puts stress on the tendon
Common Injuries

Nerve Compression - Blood flow and mobility of the nerve is restricted by surrounding tissue

- Results in numbness and tingling
- May experience “burning Pain”
- Can lead to reduced strength
Is This You?
Neutral Posture
5 Simple Steps to Success

1. Adjust your chair
2. Adjust your desk height
3. Adjust your monitor
4. Adjust your work tools
5. Final check

Are you comfortable?
Adjust your chair

1. Seat height
2. Backrest height
3. Back Angle
4. Lumbar support
5. Seat depth
6. Armrests
7. Footrest

Often is the adjustment, not the chair!
Adjust your worksurface

- Elbow height
- Fixed height
- Adjustable
- Armrests

Sit close!
Sit back!
Adjust Your Monitor

- Height (progressive glasses)
- Distance
- Alignment
- Display settings
- More than 1 display
Adjust your work tools

- Keyboard considerations
  - **Close to desk edge** (leave room for palms)
  - Consider length of keyboard
  - Split angle keyboard
  - Align the alphabetic keys
  - Separate numeric pad
  - Palm support
Keyboard Best Practices

- Move arms from shoulder regions
- Float above the keyboard
- Keep elbows at your side
- Don’t stretch or reach with fingers
- Don’t plant wrists/hands
- Keep level and straight wrists
- Roll to rest technique
Adjust your work tools

- **Mouse considerations**
  - Keep it close!
  - Correct fit for hand
  - Adjust pointer speed
  - Ergonomic mouse
  - Palm support?
Mouse Best Practices

- Rest entire hand on mouse
- Move arm from shoulder region
- Keep elbow at your side
- Alternate hands
- Mouse on both sides
- Don’t plant wrists/hands
- Keep level and straight wrists
- Learn keyboard short cuts
Additional considerations

- In line document holder
- Leg clearance
- Phone use
- Frequent, brief rest breaks
- Get up and move around
- Consider compensatory stretches - gentle!
- 20/20/20 rule for eye health
Sitting or Standing?

- Benefits of standing
- Benefits of sitting
- More is not better
- Frequency and duration
- Standing mat?
- Tips for standing
Compensatory Stretches

Hold each stretch for 30 seconds
Perform stretches every 2 hours
Don’t overstretch or pull at your joints
Gentle!
The **KEY** to good sitting posture:

- Sit back!
- Sit close!
- Relax!
Questions?