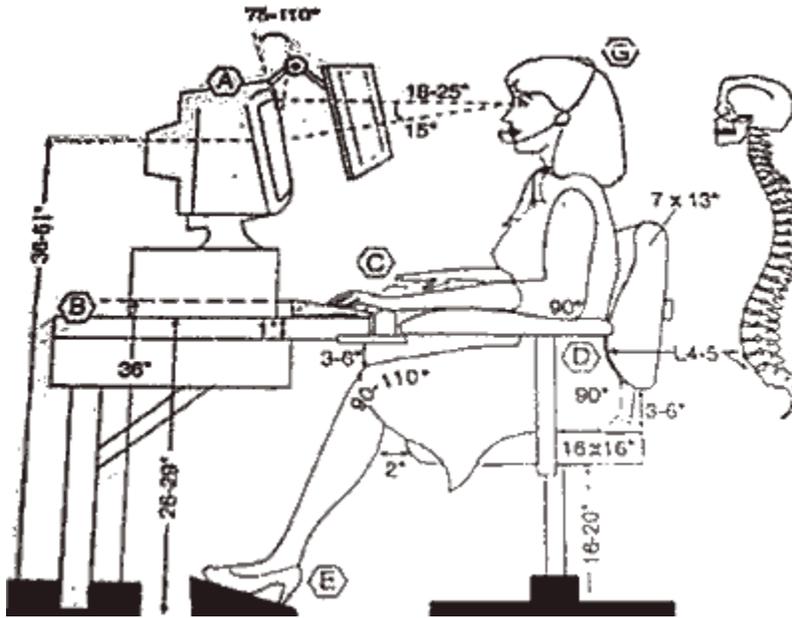


## OFFICE ERGONOMICS

---

Proper posture and body mechanics while at work are important because they can help prevent carpal tunnel syndrome and repetitive stress injuries. Repetitious strain on your body can cause unneeded wear on your joints and tendons and can lead to injuries and pain. Use this diagram and test to determine whether or not you are practicing proper office ergonomics.

**This diagram shows an ergonomic workstation:**



---

### ERGONOMICS QUIZ...

**In the following quiz, you should answer yes to all of the questions. Any negative answer indicates that a change should be made.**

#### HEAD AND NECK

1. Is your head straight and balanced over your spine while looking at the computer monitor?
2. Can you see your work without looking down?
3. Do you avoid cradling the telephone receiver on your shoulder?
4. Is the computer monitor at a height where it keeps your head in a neutral position?
5. Can you use bifocals or trifocals without tipping your head back to focus?

#### SHOULDERS

1. Are your shoulders relaxed?
2. Are your upper arms next to your body?
3. Are your work materials within reach?
4. Can you operate equipment without having to reach?
5. Is the work surface you are working on the correct height for you?

## BACK

1. Does your chair provide good support to your lower back?
2. Is your chair adjustable and is it adjusted to the correct height for you?
3. Do you avoid standing at a low work space that causes you to bend forward?

## ARMS AND WRISTS

1. Are your elbows at right angles when you type?
2. Are your forearms and wrists in neutral positions?
3. Is the keyboard at the correct height and angle for you?
4. Is the mouse adjacent to the keyboard and at the same height?
5. Is your arm supported when using a mouse?

## LEGS AND FEET

1. Are your feet flat on the floor or on a footrest?
2. Is there enough clearance under the workspace for your legs?
3. Is your chair adjusted to avoid pressure in the back of your lower legs?

## EYES

1. Is the monitor at a comfortable viewing distance of 18 - 30"?
2. Are the brightness and contrast controls set for comfortable viewing?
3. Is the screen clean?
4. Is your eye glass prescription up to date?
5. Is your workstation positioned to avoid direct or reflected glare from windows or bright light fixtures?
6. If you use a copy holder, is it placed next to the monitor and at the same distance away from the screen?

## WORK METHODS

1. Do you vary tasks throughout the day so that you are not in the same position for an extended period of time?
2. Do you take opportunities to rotate tasks and work different muscles groups?
3. Do you take periodic breaks throughout the day to stretch?
4. Do you know how to adjust the workstation to fit your body?
5. Is your work station properly adjusted?