

# OFFICE ERGONOMICS

Optimize Your Workstation Set Up

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# Today's Topics

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- **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!



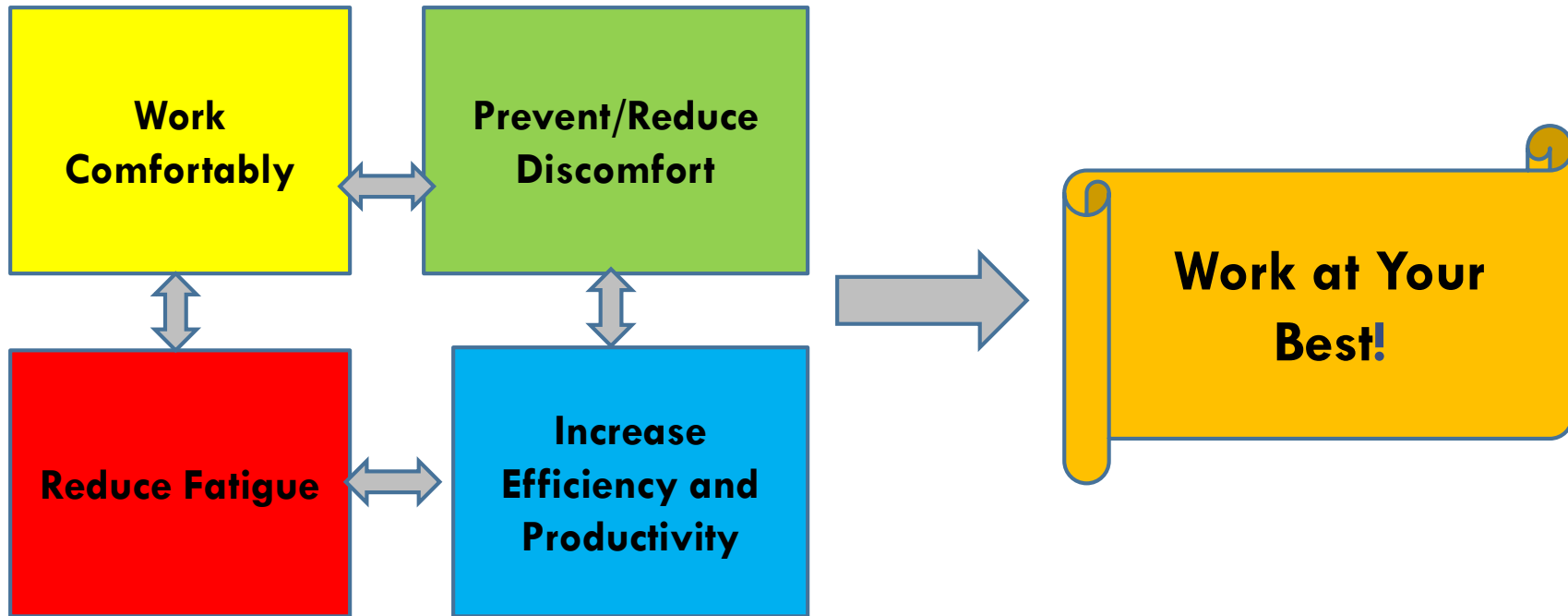
# What is Ergonomics?

“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?



# When

## When do we consider ergonomics?

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

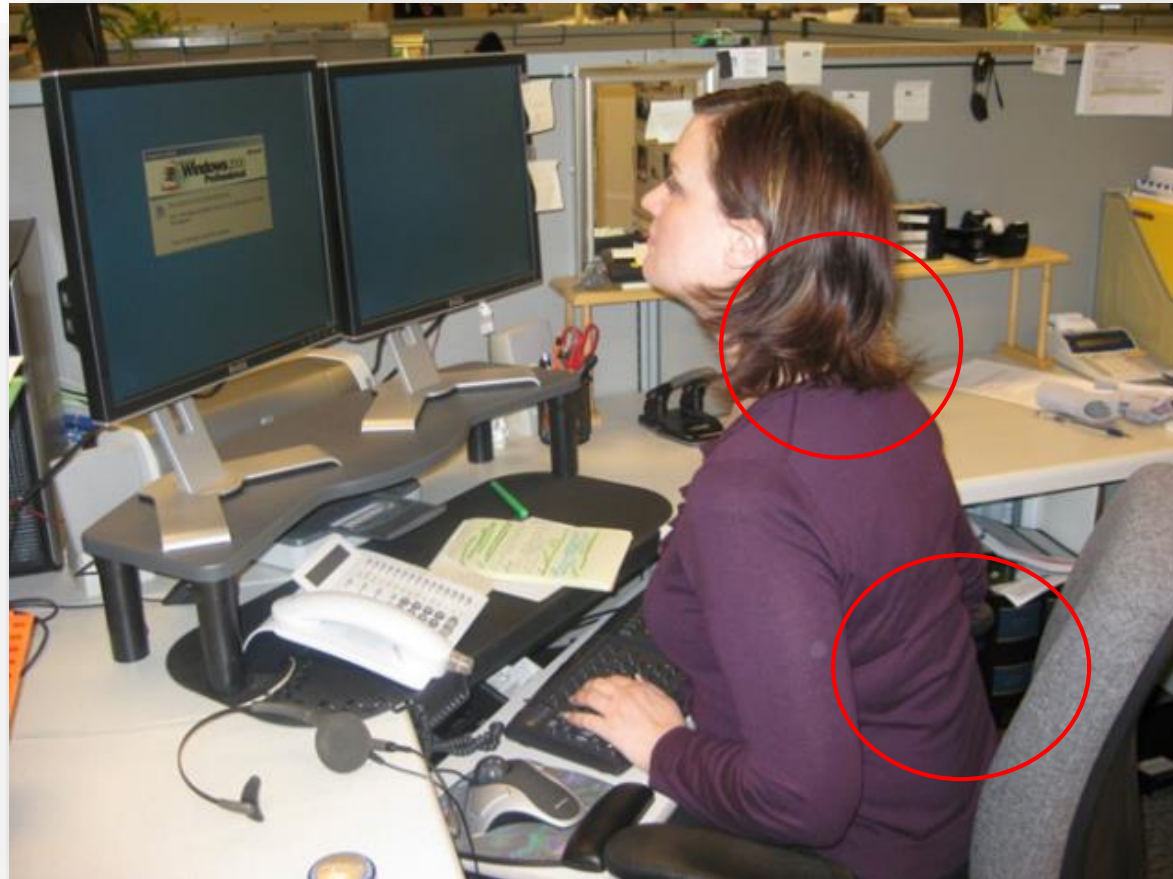
***Fatigue is the first sign of injury-take action before it escalates!***

# What Are Ergonomics Risk Factors?



# 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



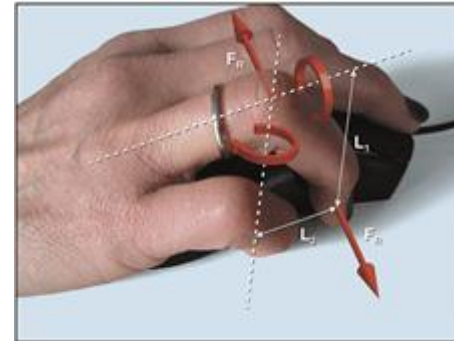
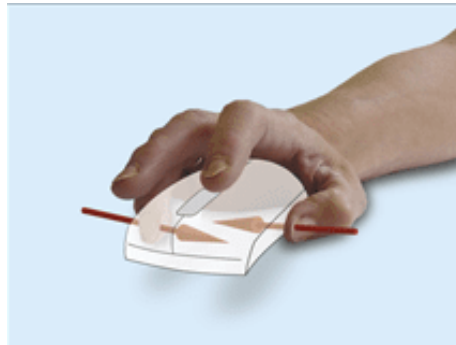
# Repetition and Duration

Performing the same action repeatedly for extended periods of time



# Forceful Exertions

- Pounding the keyboard
- Grip pinch the mouse
- Handwriting

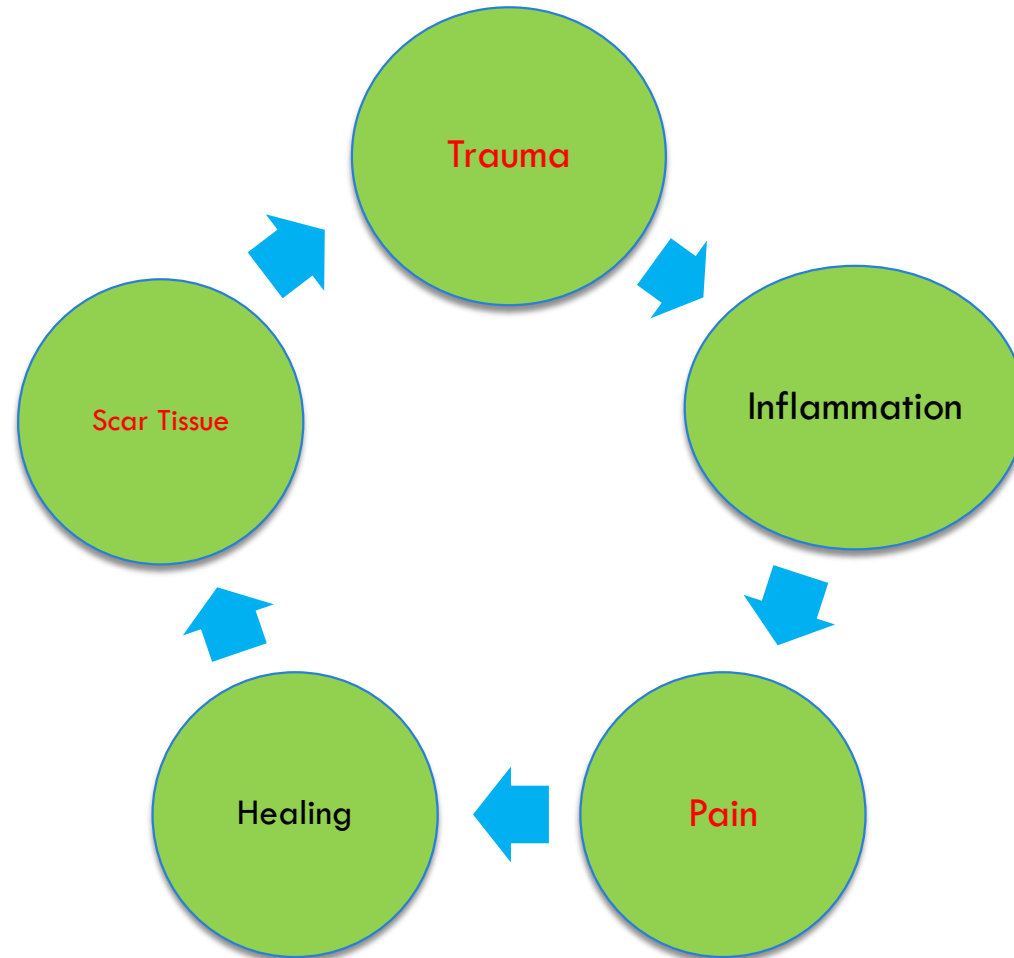


# Why Do We Hurt?

- 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



# 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

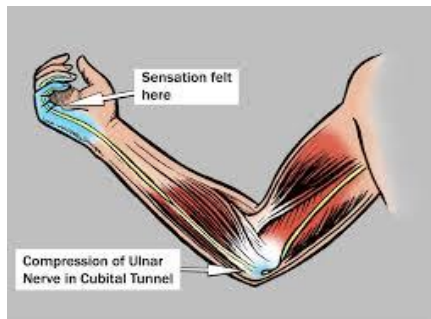




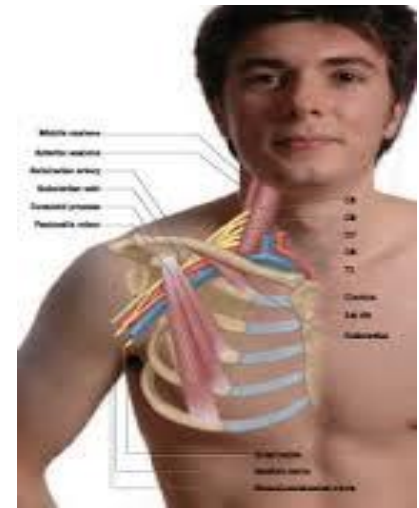
# Common Injuries

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

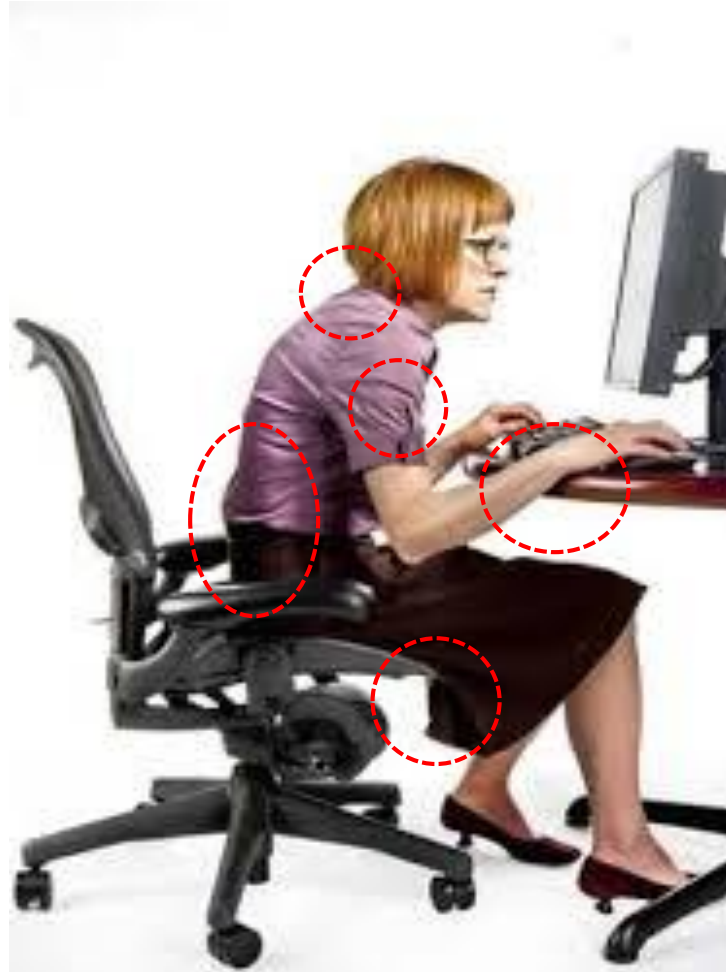
- Results in numbness and tingling
- May experience “burning Pain”
- Can lead to reduced strength



ADAM



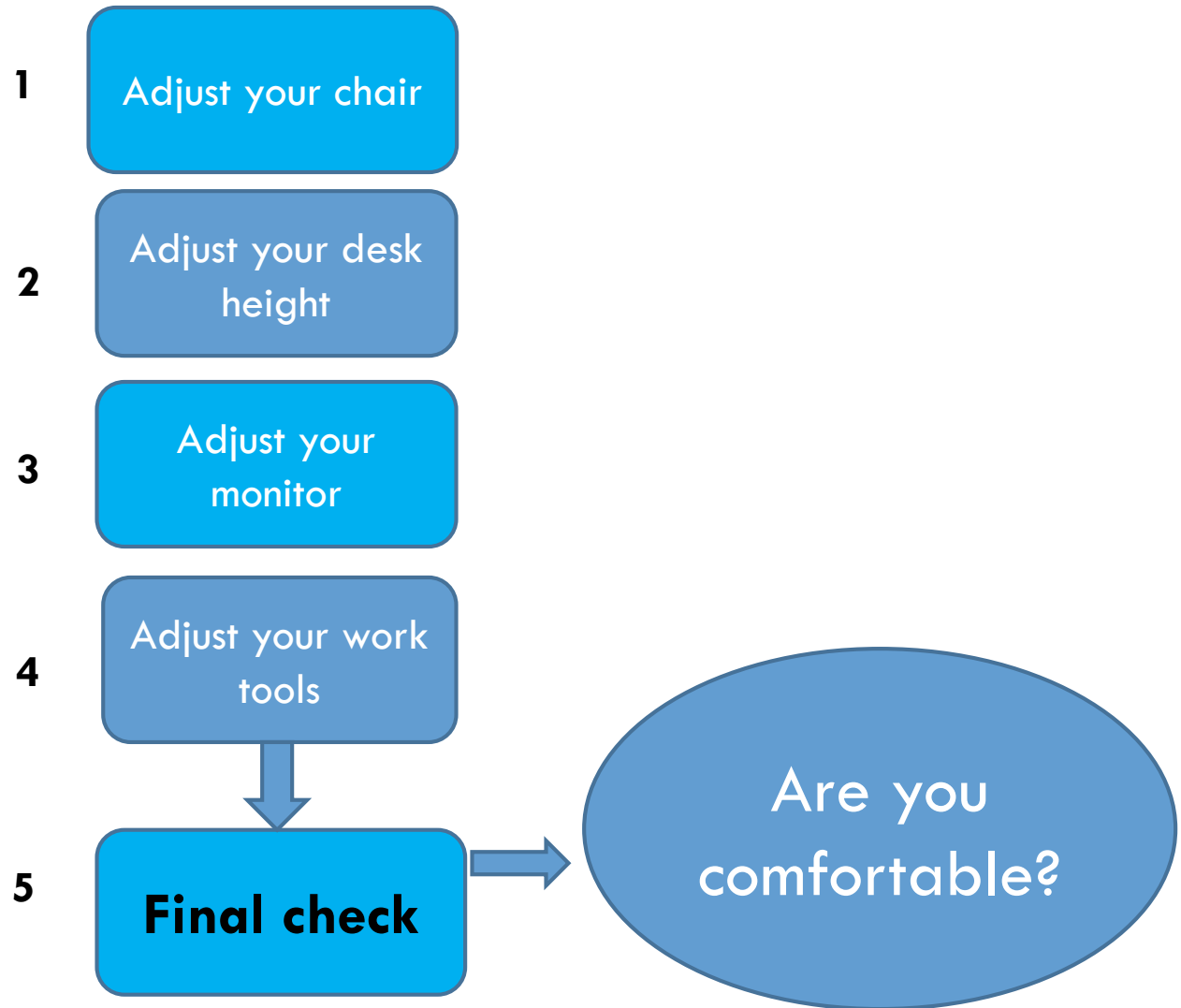
# Is This You?



# Neutral Posture



# 5 Simple Steps to Success



# 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

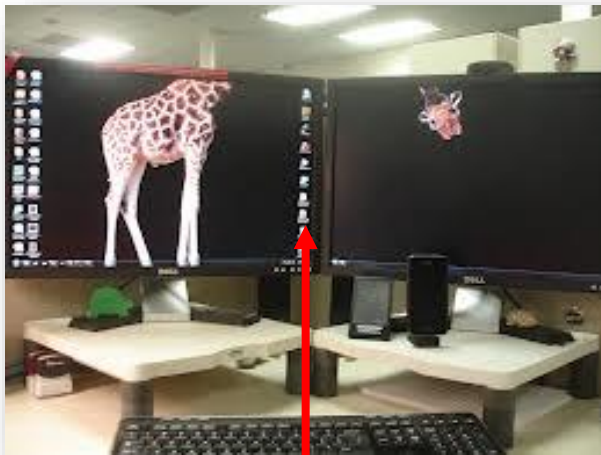
- Elbow height
- Fixed height
- Adjustable
- Armrests



Sit close!  
Sit back!

# Adjust Your Monitor

- Height (progressive glasses)
- Distance
- Alignment
- Display settings
- More than 1 display



# Adjust your work tools

- Keyboard considerations

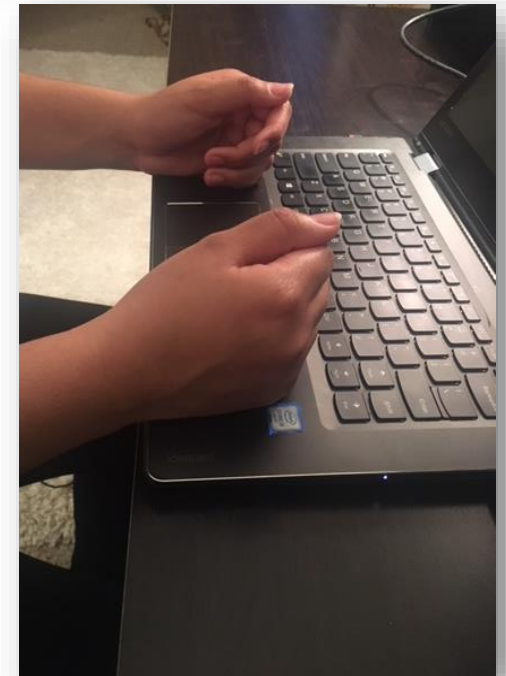
- **Close to desk edge** (leave room for palms)
- Consider length of keyboard
- Split angle keyboard
- Align the alphabetic keys
- Separate numeric pad
- Palm support





# Keyboard Best Practices

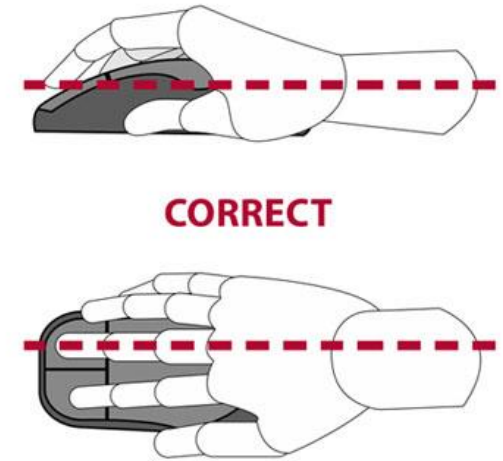
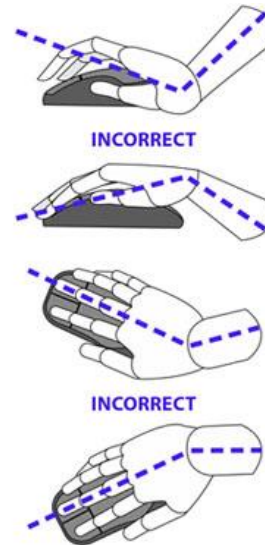
- ❑ Move arms from shoulder regions
- ❑ Float above the keyboard
- ❑ Keep elbows at your side
- ❑ Don't stretch or reach with fingers
- ❑ Don't plant wrists/hands
- ❑ Keep level and straight wrists
- ❑ Roll to rest technique



# 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



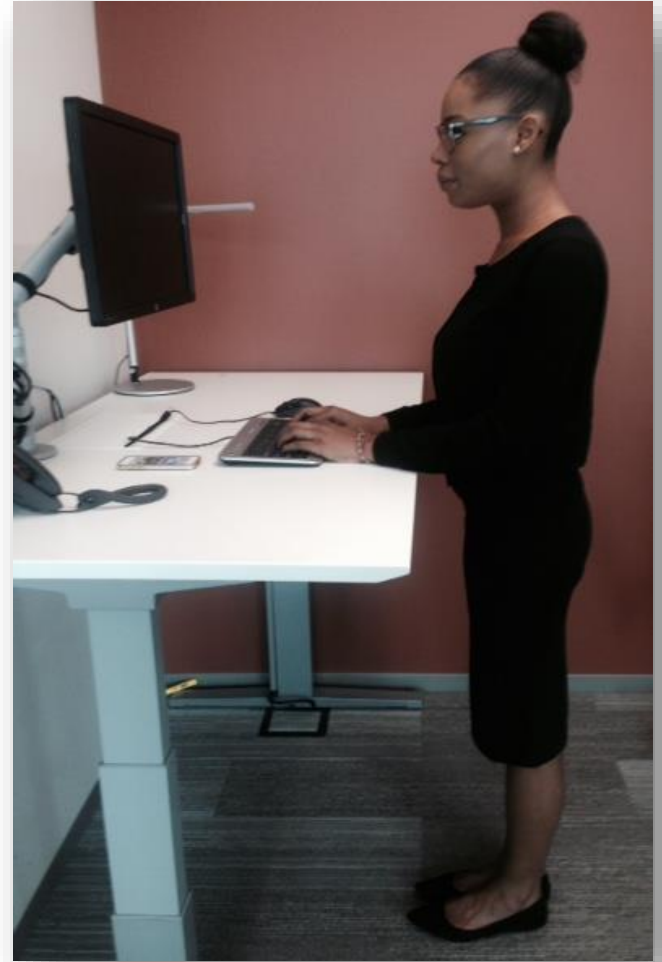
# Additional considerations

- 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!

# Good Sitting Posture

The **KEY** to good sitting posture:

- ▣ Sit back!
- ▣ Sit close!
- ▣ Relax!



# Questions?

