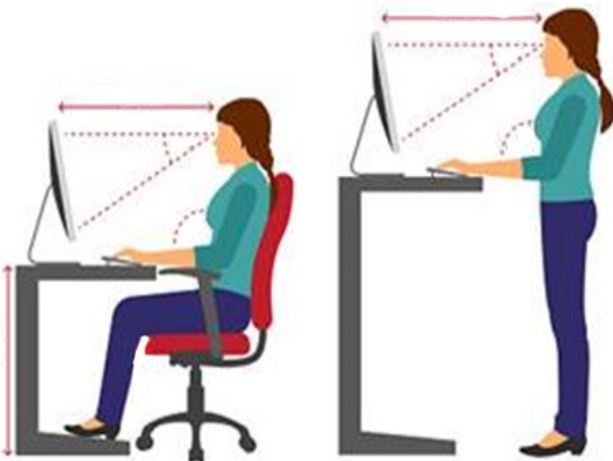


## Office Ergonomics Quick Reference Guide

Office Adjustment Sequence	1. Desk	2. Equipment (Keyboard/Mouse/Computer)
<p><b>1. Chair:</b> Adjust chair (see below); remember to adjust chair throughout day based on activity.</p> <p><b>2. Desk:</b> Based on your particular keyboard technique (refer to <b>Keyboard/Mouse/ Computer Section</b>); adjust desk height based on seated/standing set-up; alternate between two positions frequently (use <b>30/30 Guideline</b>; change position every 30 minutes or so).</p> <p><b>3. Equipment:</b> Adjust equipment position (keyboard, mouse computer, document holder, office supplies, etc.) as needed.</p> <p><b>4. Monitors:</b> Adjust monitors as needed (includes monitor height, distance, side-to-side alignment and angle/tilt).</p>	<p><b>Desk Height Seated:</b> Once chair has been properly adjusted and keyboard/mouse technique has been determined (piano player or forearm support, refer to <b>Keyboard Section</b>) adjust desk height so:</p> <ul style="list-style-type: none"><li>• Elbows are at sides at about 90<sup>0</sup> to 100<sup>0</sup> angle</li><li>• Shoulders relaxed</li><li>• Wrists straight</li></ul> <p><b>Desk Height Standing:</b> Alternate seated position with standing on a regular basis; follow similar positioning guidelines as for seated:</p> <ul style="list-style-type: none"><li>• Use footrest for alternate foot placement</li><li>• Wear comfortable well-cushioned shoes</li><li>• Perform periodic heel lifts and shift weight front/back on feet to improve circulation</li></ul>	<p><b>Keyboard Placement:</b> Determine keyboard technique (with or without wrist rest).</p> <ul style="list-style-type: none"><li>• <b>Piano Player:</b> Position keyboard close to edge of worksurface, relax elbows at sides, angled to about 90<sup>0</sup> and float hands over keys (like playing a piano).</li><li>• <b>Forearm Supporter:</b> Position keyboard farther forward on worksurface and rest forearms on worksurface; raise worksurface slightly.</li></ul> <p><b>Note:</b> Refer to <b>Desk Section</b> to adjust desk height</p> <p><b>Mouse Placement:</b> Ensure mouse is next to keyboard within a comfortable reach.</p> <p><b>Computer Placement:</b> Out of way but still readily accessible to dock and undock laptop.</p>
3. Chair		
<p><b>Seat Height:</b> Adjust height so feet on the floor with even weight through hips and thighs.</p> <p><b>Seat Depth:</b> Adjust front/back seat position so minimum of two fingers between front edge of chair and back of knee.</p> <p><b>Back Support Height:</b> Adjust so lumbar support is located at the waist/belt level area</p> <p><b>Seat/Back Angle; Adjust for Activity</b></p> <ul style="list-style-type: none"><li>• For keyboard/mouse/handwriting; adjust so seat is about parallel to floor with trunk upright.</li><li>• For other activities (talking with guests, telephone use, other non-hand activities, etc.); adjust so seat is tilted somewhat back (5<sup>0</sup> to 15<sup>0</sup>).</li></ul> <p><b>Seat Rocking Tension:</b> Adjust based on body weight to ensure amount of tension that prevents you from falling backwards or being pushed forward.</p> <p><b>Armrests:</b> Adjust height and side-to-side position so upper arms at sides, shoulders relaxed and forearms on armrests if desired.</p> <p><b>NOTE:</b> Not all chairs may have the listed features; find out about a specific chair's features by looking for adjustment levers on the chair and experiment, also look for manual that came with chair or check out manufacturer's web site.</p>	Other Considerations	4. Monitors
	<p><b>Foot/leg Clearance:</b> Ensure adequate foot/leg clearance under the desk; remove extraneous boxes or other items.</p> <p><b>Footrest:</b> Never allow feet to dangle; use a footrest for support if needed.</p> <p><b>Telephone:</b> Avoid cradling phone handset between ear and shoulder; use headset/speakerphone if needed.</p> <p><b>Document Holder:</b> Avoid head tip down position to view printed documents; use document holder.</p>	<p><b>Height:</b> Top of screen at eye level or slightly higher</p> <p><b>Distance:</b> At least arm's length away, 22 to 28"</p> <p><b>Monitor Arm:</b> If arm in place adjust position of monitors; some monitor arms are adjusted with use of Allen wrenches.</p> <p><b>Dual Monitors:</b></p> <ul style="list-style-type: none"><li>• <b>Primary/Primary:</b> each viewed about 50% of time; centered on user's nose.</li><li>• <b>Primary/Secondary:</b> primary viewed most of time, secondary only occasionally; primary directly in front of user.</li></ul> <p><b>Eyeglasses:</b> For bi/trifocal eye glasses (bottom part of lens to view monitor), lower monitor to maintain neutral head position.</p>
	Other Considerations	Other Considerations
		<p><b>Lighting:</b> Ensure adequate room light and task light in the workstation.</p> <p><b>Noise:</b> Manage noise as possible in the work area.</p> <p><b>Temperature:</b> Use personal controls like a sweater or approved fan for individual temperature controls.</p> <p><b>30/30 Guideline:</b> Remember to change position every 30 minutes or so, use the mantra, <i>"Don't wait until it is too late to move!"</i> Work on moving on a regular basis and reap the rewards!</p>