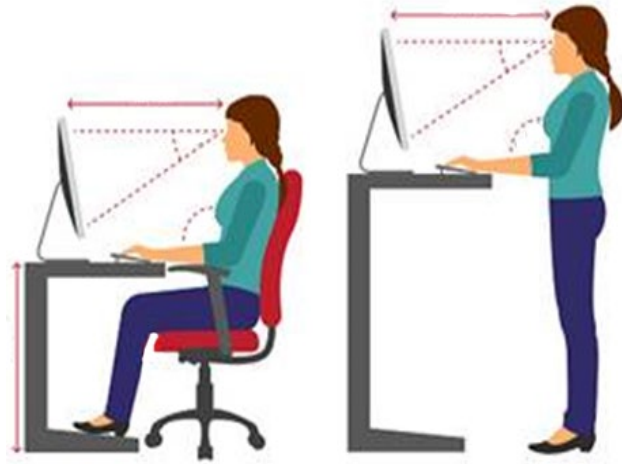


SSA Home Office Ergonomics Quick Reference Guide

1. Office Adjustment Sequence	2. Desk/Table (adjust as possible)	3. Equipment (Keyboard/Mouse/Computer)
<p>1) Location: Determine best location for office.</p> <p>2.1) Fixed Height Desk: Based on keyboard technique (refer to 3. <i>Equipment</i>); adjust chair height based on seated/standing set-up, obtain foot rest to support feet if needed.</p> <p>2.2) Adjustable Height Desk: Adjust chair height to place feet directly on floor, based on keyboard technique (refer to 3. <i>Equipment</i>); adjust desk height based on seated/standing set-up.</p> <p>3) Equipment: Adjust equipment position (keyboard, mouse computer, document holder, office supplies, etc.) as needed.</p> <p>4) Chair: Adjust remainder of chair features as possible (refer to 4. <i>Chair</i>).</p> <p>5) Monitors: Adjust monitors as needed (height, distance, side-to-side alignment and angle/tilt).</p>	<p>Desk Height: Determine if desk height is adjustable or fixed and follow the appropriate sequence below</p> <p>Fixed Height Seated Desk: Adjust chair height to place hands at appropriate position on desk based on keyboard/mouse technique (<i>Piano Player or Forearm Supporter</i>), refer to 3. <i>Equipment</i>, obtain footrest if needed to support feet</p> <p>Adjustable Height Seated Desk: Adjust chair height to place feet directly on the floor, adjust desk height to place hands at appropriate position on desk based on keyboard/mouse technique (<i>Piano Player or Forearm Supporter</i>), refer to 3. <i>Equipment</i>.</p> <p>Desk Height Standing: Alternate seated position with standing on a regular basis</p> <ul style="list-style-type: none"> • Determine appropriate height for desk • Use footrest for alternate foot placement • Wear comfortable well-cushioned shoes • Perform periodic heel lifts, shift weight front/back 	<p>Keyboard Placement: Determine keyboard technique (with or without wrist rest).</p> <ul style="list-style-type: none"> • Piano Player: Position keyboard close to edge of worksurface, relax elbows at sides, angled to about 90° and float hands over keys (like playing a piano). • Forearm Supporter: Position keyboard farther forward on worksurface and rest forearms on worksurface; raise worksurface slightly. <p>Note: Refer to 2. <i>Desk</i> to adjust desk height.</p> <p>Mouse Placement: Ensure mouse is next to keyboard within a comfortable reach and at the same level as the keyboard.</p> <p>Computer Placement: For either laptop or desktop ensure it is out of way but still readily accessible to turn on/off and access any ports. For laptop ensure it is out of the way but still readily accessible to dock and undock laptop if needed.</p>
4. Chair (adjust as possible)		5. Monitors (adjust as possible)
<p>Seat Height: Adjust height based on desk height adjustability.</p> <p>Seat Depth: Adjust front/back seat position so minimum of two fingers between front edge of chair and back of knee.</p> <p>Back Support Height: Adjust so lumbar support is located at the waist/belt level area.</p> <p>Seat/Back Angle; Adjust for Activity</p> <ul style="list-style-type: none"> • For keyboard/mouse/handwriting; adjust so seat is about parallel to floor with trunk upright. • For other activities (talking with guests, telephone use, other non-hand activities, etc.); adjust so seat is tilted somewhat back (5° to 15°). <p>Seat Rocking Tension: Adjust based on body weight to ensure amount of tension that prevents you from falling backwards or being pushed forward.</p> <p>Armrests: Adjust height and side-to-side position so upper arms at sides, shoulders relaxed and forearms on armrests if desired.</p> <p>NOTE: 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>		<p>Height: Top of screen at eye level or slightly higher</p> <p>Distance: At least arm's length away, 22 to 28"</p> <p>Monitor Arm: If monitor arm in place adjust position of monitors; some monitor arms may be adjusted with use of Allen wrenches.</p> <p>Two Monitors:</p> <ul style="list-style-type: none"> • Primary/Primary: each viewed about 50% of time; centered on user's nose. • Primary/Secondary: primary viewed most of time, secondary only occasionally; primary directly in front of user. <p>Eyeglasses: 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>Foot/leg Clearance: Ensure adequate foot/leg clearance under the desk; remove extraneous boxes or other items.</p> <p>Footrest: Never allow feet to dangle; use a footrest for support of feet/lower legs if needed.</p> <p>Telephone: Avoid cradling phone handset between ear and shoulder; use headset and/or speakerphone if needed to avoid awkward head and neck positions.</p> <p>Document Holder: Avoid head tip down position to view hard copy documents; use a document holder.</p>	<p>Lighting: Ensure adequate general room light and task light in the workstation.</p> <p>Noise: Manage noise as possible in the work area.</p> <p>Temperature: Use personal controls like a sweater or fan for individual temperature controls.</p> <p>20/20 Guideline: Remember to change position every 20 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>