

Ergonomic Self- Assessment

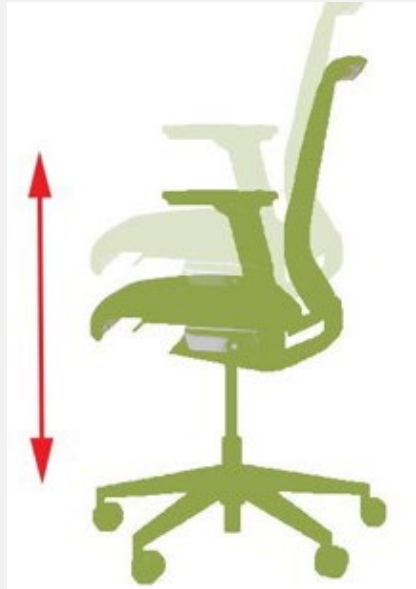


How to assess your work-station and make simple changes for an ergonomic set-up

Chair Adjustments

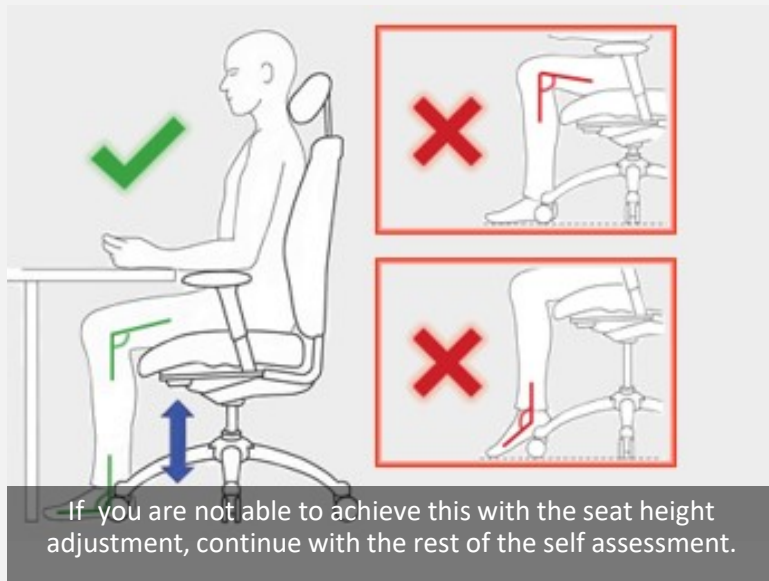
This is the first and most
important adjustment





Seat Height Adjustment

- Adjust the Height of your chair so that:
- Your feet are flat on the floor. You can also use a footrest to achieve this.
- Your arms are at a 90-degree angle to the surface supporting your keyboard and mouse.
- Your legs are at a 90-degree angle to the floor or footrest if you are using one.



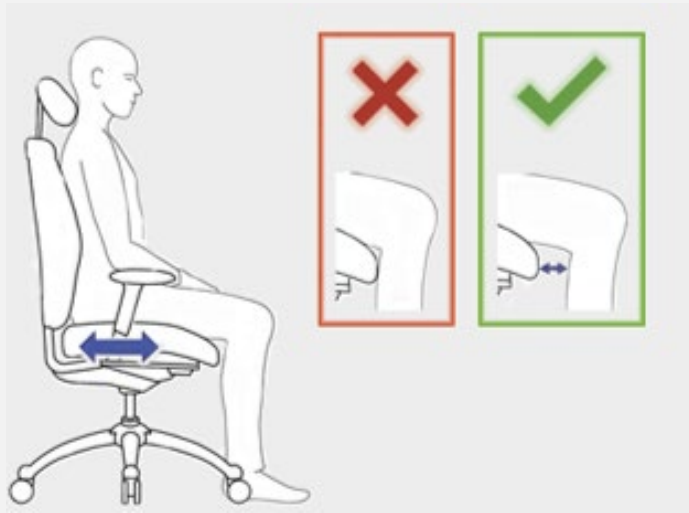
If you are not able to achieve this with the seat height adjustment, continue with the rest of the self assessment.

Backrest Height and Seat Depth

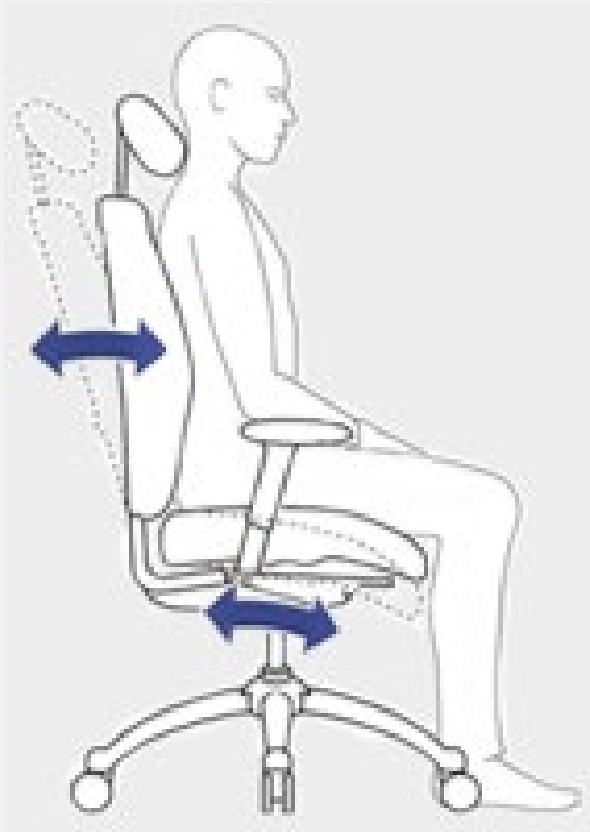


- Most chairs have a lumbar support to support the inward curve in your lower back.
- You should adjust your back-rest height, so that the lumbar curve aligns with the lumbar support.

Seat Depth



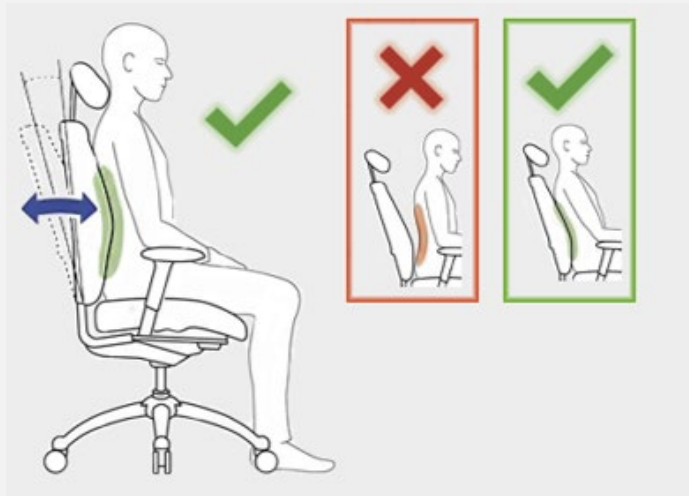
- The seat depth gives you the right amount of support for your legs.
- If the chair is too far forward, the seat will press against the back of your knees and may restrict your blood circulation.
- If the seat is too far back enough, you will end up not having enough support for your legs which can cause hip and leg discomfort.



Seat Tilt

- Helps with your hip and back comfort.
- If you tilt back to far, you will have added pressure in your thighs.
- If you tilt to the front you will feel you are falling down. Your hips should be slightly higher than your knees

Back Tilt



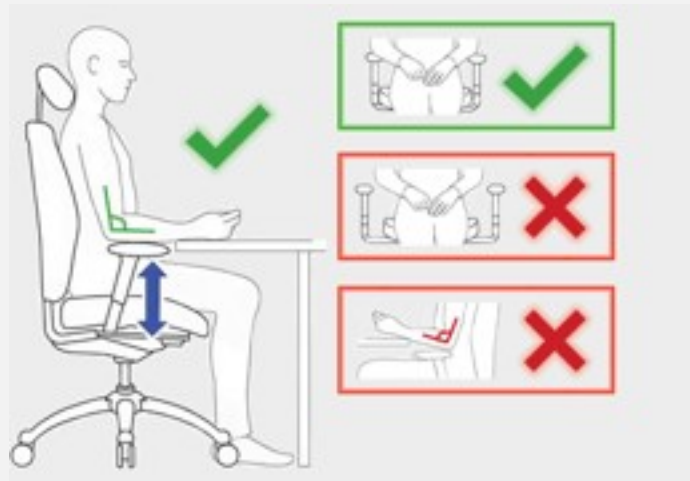
- This will help you relax your muscles at your back.
- Lean only through 10-20 degrees and lock the tilt



Lumbar Depth

- This helps support your lower back.
 - You should feel a firm support in your lower back.
 - It should not make you feel that it is pushing you forward or making your low back ache.
-
- *Not all chairs are created equal. This is an adjustment that some chairs will not have. If you're unsure send us a screen shot and we will let you know.*

Armrests



- They provide comfortable arm and shoulder support.
- Height: If they are way too low, you may end up leaning on one side, which can cause shoulder discomfort. If they are too high, you may end up hunching your shoulders, which will make them stiff after a while.
- Width: So they can support your arms in a comfortable position close to your body.
- Pivot: It can sometimes help to better support your forearms.
- **armrests are **NOT** necessary they are only good to have if they adjust correctly to your body. If your arms rest comfortably close to your body at a 90-degree angle and the armrests support that, then use them. If not, **Don't**.*

Workstation Adjustments

Your workstation layout should fit your height, reach and the way you work.



Desk Adjustments



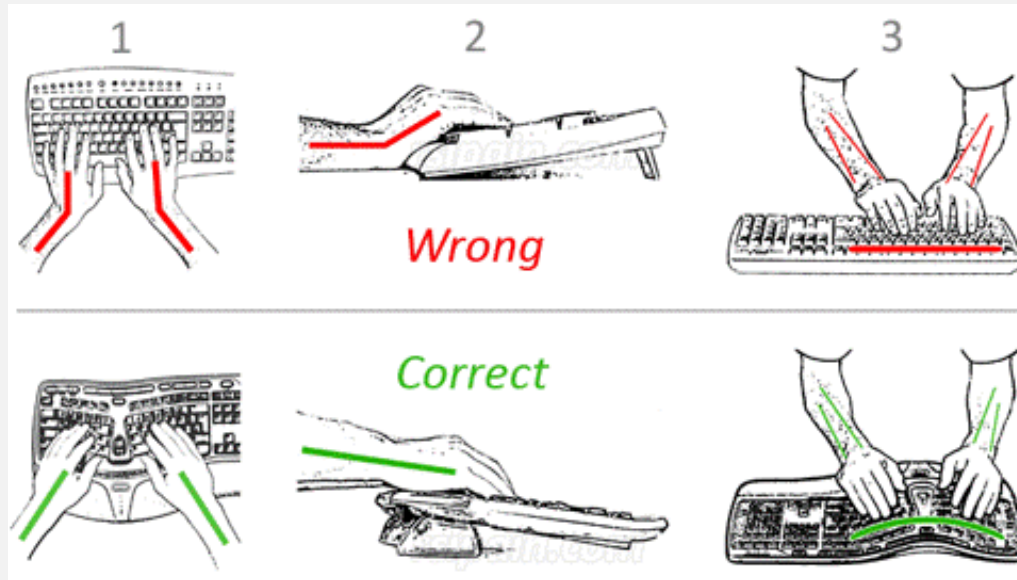
- It does not matter if the keyboard is on a keyboard tray, on top of your desk, or on an adjustable desk (sit/stand) the important thing is that it is at the correct height for you.
- Make sure your elbows are always in line with your keyboard. Not higher or lower.
- Make sure your shoulders are relaxed and not hunched.

Desktop Work Area

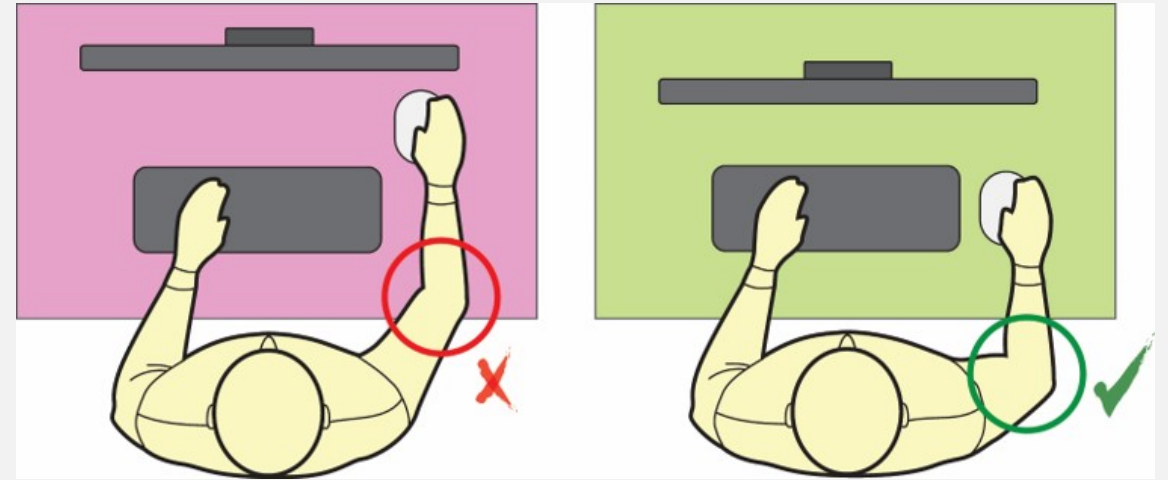
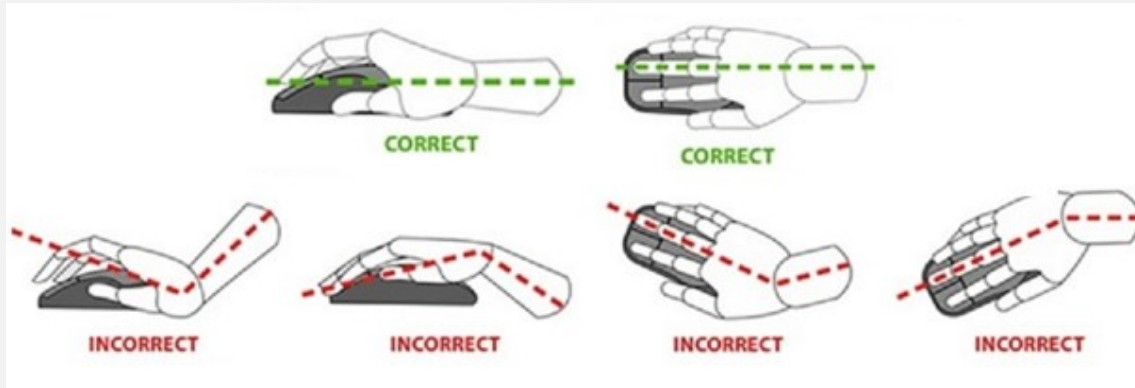
- Your primary work area should only have those you use the most.
- Do not deviate from a neutral posture (green zone) to reach for those things that you constantly use.
- Things that you use now and again should go into your secondary zone (orange zone).



Keyboard Placement



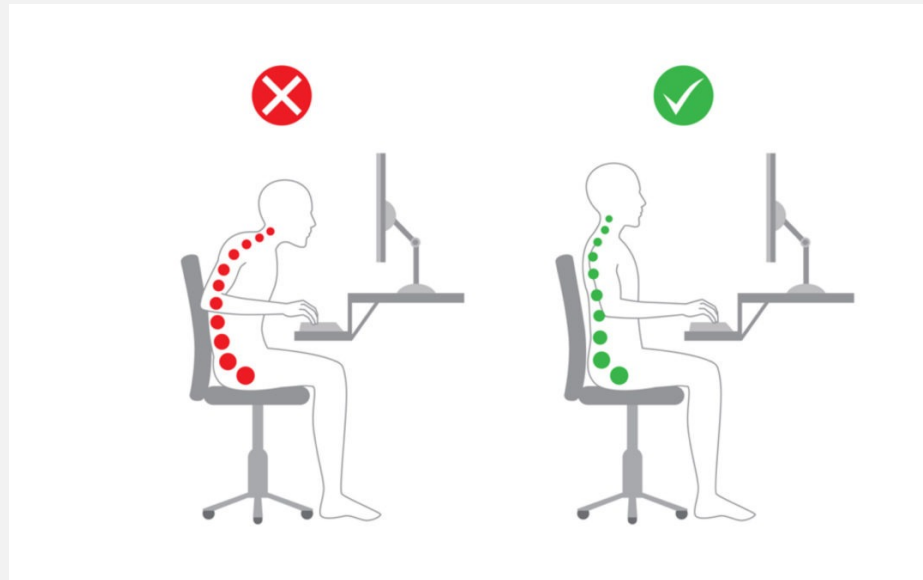
- Make sure your elbows and arms are close to your body when using your keyboard
- Make sure your wrists are straight when typing
- Your wrists should not be bent forward or backward



Mouse Placement

- Your wrist should always be straight when using a mouse. Your wrist should never be bent to the left or right.
- Make sure your mouse is at elbow height.
- Make sure your mouse stays in the green zone. (reference desktop work area zones)

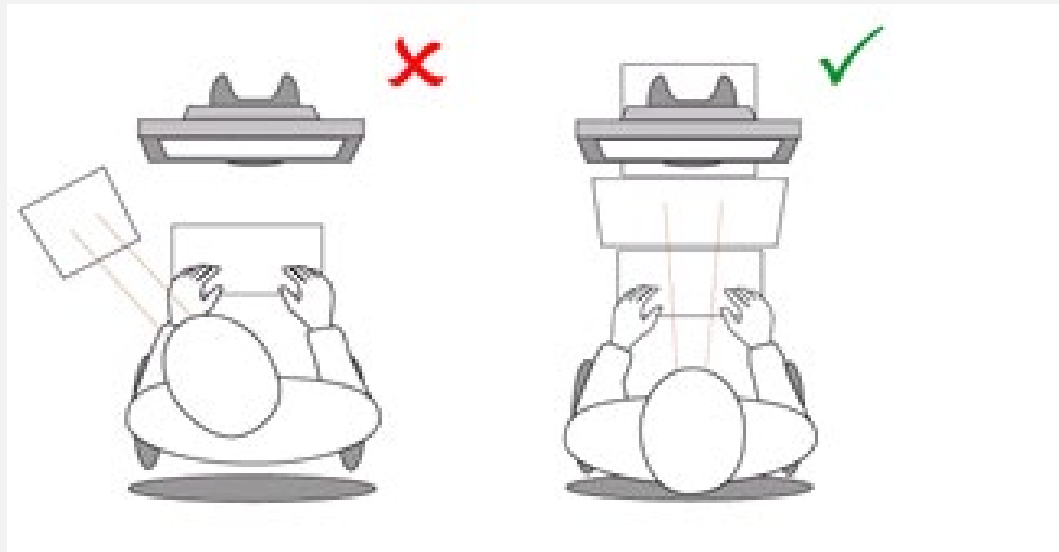
Monitor Placement



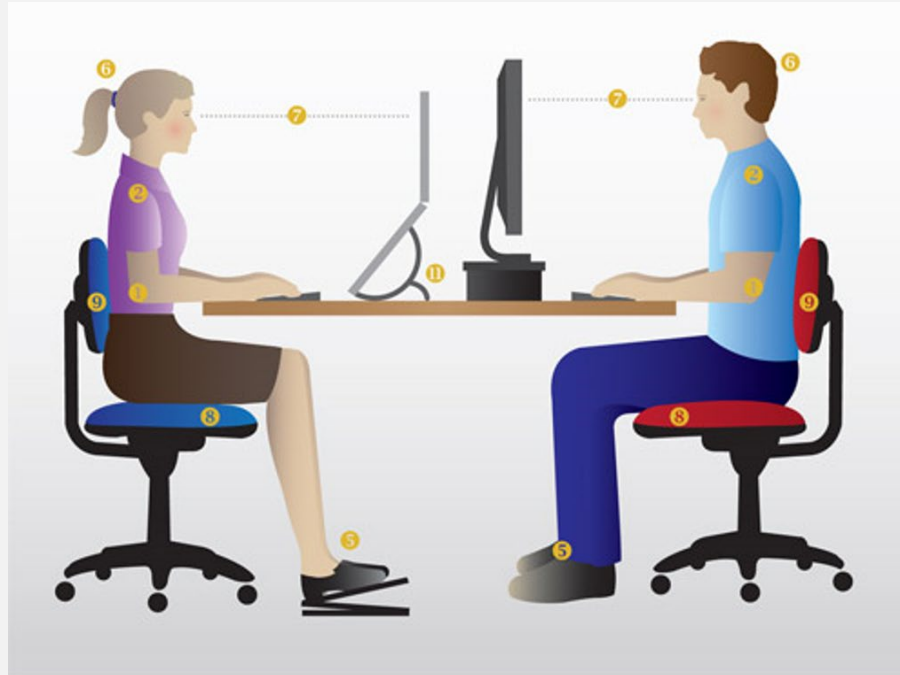
- Your monitor(s) should be directly in front of you. You should not have to move your head or neck up or down to see your screen(s).
- If you have two monitors, you should be able to view them by moving your eyes side to side and not your head.
- Your monitor placement should be at an arms length (+/- 1.5 inches) from your body.

Placing your monitor in a good position will prevent neck and upper back discomfort

Document Holders



- Document holders help alleviate neck and eye strain.
- Reference documents should never be placed flat on your desk.
- Either place your document holder between your monitor and keyboard – directly in front of your body or place the document holder adjacent to your single monitor and at same height as the monitor.
- Never add a document holder adjacent to a monitor if you have multiple monitors.



- 1 Elbows**
Above the desk, at 90-110 degrees
- 2 Shoulders**
Relaxed as opposed to hunched
- 3 Wrists**
In line with forearms
- 4 Hips, Knees, Ankles**
At 90 degrees whilst seated
- 5 Feet**
Flat on the ground or footrest
For prolonged standing, consider a mat
- 6 Head**
Upright with ears aligned with shoulders

- 7 Eyes**
Looking at the top third of the screen.
Consider the use of a laptop raiser with your laptop
- 8 Seat length**
Should be long enough to provide support beneath thighs
- 9 Backrest**
Angled at 90-110 degrees with adequate lumbar support in line with lower back
- 10 Keyboard and Mouse**
G and H of keyboard aligned with your nose. Mouse gripped loosely
- 11 Laptop**
Used with a riser, external keyboard and external mouse