## Allsteel

# Office Ergonomics STEPS FOR PROPER ADJUSTMENTS

### STEP 1

Start with an ergonomic chair

### STEP 2

Move your chair to your worksurface

## STEP 3

Consider the following:



WORKSURFACE HEIGHT



KEYBOARD POSITION



MONITOR POSITION



LIGHTING



ORGANIZATION OF WORK AREA

Adjust your ergonomic chair to fit your body:

#### 

Arm-length away Top of monitor at eye level Monitor directly in line

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Straight wrist postures Wrists not resting on worksurface edge Relaxed shoulders

Lumbar curvature supported

#### **RECLINE TENSION** •

Allow movement

#### SEAT DEPTH

2-3" of clearance behind knee

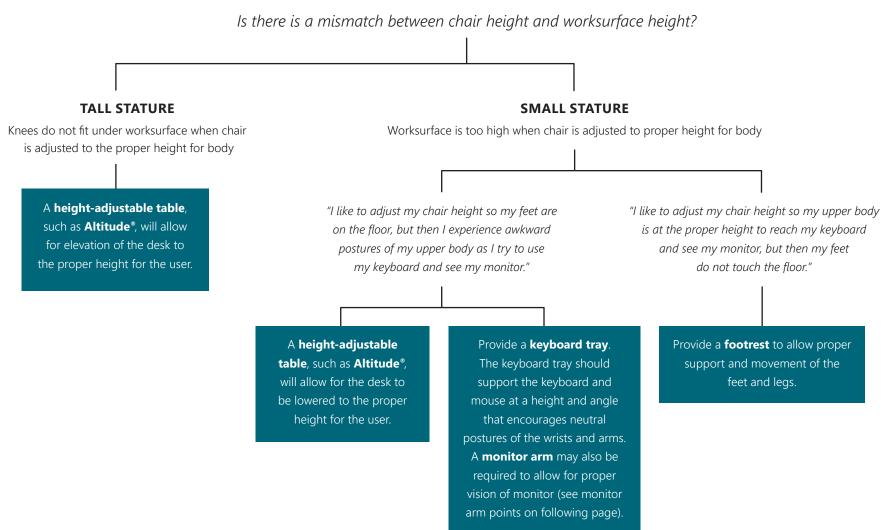
#### SEAT HEIGHT

Hips at or above knee level Knees bent to 85-110 degrees Feet stable on the floor



## Office Ergonomics





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#### **KEYBOARD POSITION**

Is there is a mismatch between armrest height and keyboard height?

A **keyboard tray** should be provided. An ergonomic keyboard tray will allow the user to adjust the keyboard and mouse to the proper height for his or her body, regardless of worksurface and armrest heights. A tilting mechanism can reduce contact stresses on the wrists and allow for neutral postures of the hands and arms during typing.



### LIGHTING

Is lighting insufficient for work?

Due to reduced visual acuity, individualization of lighting schemes would be advantageous Simultaneous work with computer monitors and paper materials results in glare

Include **task lighting**, such as **Link™** or **Wand™**, to create dual-source lighting schemes which can ensure flexibility to accommodate personal requirements and different work tasks.



#### MONITOR POSITION

Is there is a mismatch between monitor height and eye height?

A **monitor arm** should be provided to allow the user to adjust the monitor to the proper height, angle, and position to minimize eye, neck, and shoulder stress. Monitors should be positioned to allow for neutral neck postures, a slight downward gaze of the eyes, and should be about an arm's length away (depending on visual acuity).



#### ORGANIZATION OF WORK AREA

Are cluttered paper and work materials limiting desk space?

Numerous tools are available to help gain more workspace.

Monitor arms elevate the monitor, leaving more worksurface space for workers. Keyboard trays can act as an extension of the worksurface.

Various organization work tools can be used to create an organized, less cluttered workspace.

This presentation is for general educational and informational purposes only. The guidance given could help reduce the risk of injury, but will not necessarily prevent all possible injuries.

It is not intended take the place of professional medical advice, diagnosis, or treatment.

Individuals should present specific medical questions to their healthcare providers.