# Ergonomics

# Setting up an Ergonomic Workstation:



Chair:

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Adjust height so feet are flat on the floor, and knees are equal to, or a little lower than hips

Adjust the back of the chair to a 100°-110° reclined angle, as demonstrated in Figure 1

If your chair has armrests, adjust them so that • your shoulders are relaxed, if you don't have armrests, make sure your shoulders are relaxed.

### Keyboard:

- Pull up close to your keyboard.
- Position the keyboard directly in front of your body.
- Determine what section of the board you use most frequently, and readjust the keyboard so that section is centered with your body.



Adjust the keyboard height so that your shoulders are relaxed, your elbows are in a slightly open position and your wrists and hands are straight.

Palm support can help to maintain neutral postures and pad hard surfaces



If you do not have a fully adjustable keyboard tray, you may need to adjust your workstation height, or the height of your chair to get in a comfortable position.

### Monitor:

- Center the monitor directly in front of you above your keyboard.
- Position the top of the monitor approximately 2-3" above seated eye level.
- Sit at least an arm's length away from the screen and then adjust the distance for your vision.
- Position source documents directly in front of you, between the monitor and the keyboard, using an in-line copy stand.



# **Risks of not using a Ergonomic Position:**

### Carpal Tunnel Syndrome:

Carpal tunnel syndrome occurs when the median nerve, which runs from the forearm into the palm of the hand, becomes pressed or squeezed at the wrist

Symptoms usually start gradually, with frequent burning, tingling, or itching numbness in the palm of the hand and the fingers, especially the thumb and the index and middle finger

## Cumulative Trauma Disorder

Cumulative Trauma Disorder (CTD) is a wear-and-tear injury to the soft muscle tissue. It is caused by continual stress to specific tendons, joints, or muscles.

Repetitive recreational activities can also be a factor, such as: Painting; home improvement; bike riding; racquet sports; golf; playing musical instruments; craftwork; computer games; gardening and cooking. If your body is not able to recover from these stressful activities, it will no longer tolerate them.