

COMMITMENT

To Safety

OFFICE ERGONOMICS – WORKING RIGHT!

Source: Risk Controlled Services, OSHA,

POSITION YOURSELF properly – and maintain a comfortable and health work environment!

The following steps will help eliminate the risk of repetitive motion injuries and make your work environment comfortable and healthy:

- **ADJUST YOUR CHAIR**
 1. Adjust your seat height either up or down until your forearms are parallel to the ground and your wrists are straight on the keyboard. Keep your arms close to your body and not extended in front of your body.
 2. The entire soles of the feet should rest comfortably on the floor or footrest; legs should not be crossed and weight should not be shifted to one side.
 3. Position your back to rest so that it supports your lower back – sit all the way back for proper back support.
 4. Neck should be comfortable straight ahead; knees slightly lower than the hips. Periodically STRETCH – stand up – walk around.
 5. Adjust the seat and/or back of the chair to provide proper posture and even pressure and support to your lower back.

- **COMPUTER SCREEN AND KEYBOARD**
 1. Adjust your screen so that your eyes are about level with the top of the screen; screen should swivel horizontally and tilt vertically.
 2. Position your keyboard to allow your hands and forearms to remain straight and level.
 3. Using a document holder positioned at the same height and distance from the user as the screen will allow your eyes to remain focused as they look from one to the other.
 4. Avoid eyestrain by using wearing proper glasses when needed. Position the screen or lamps so that lighting is indirect. Periodically rest your eyes by looking into the distance.

- **“PROPER COMPUTING”**
 1. Sit up STRAIGHT and face the computer head on- head held at a slight downward tilt.
 2. Keep hands and wrists straight while keyboarding; touch the keys lightly and keep your hands and fingers relaxed.

- **TELEPHONE**
 1. Avoid shoulder and muscle strain! Use of a headset allows the head and neck to remain straight while keeping hands free while cradling the telephone receiver between your head and shoulder can cause muscle cramping and strain.

Use a Wrist Rest and/or Mouse Pad Depending on Job Duties!