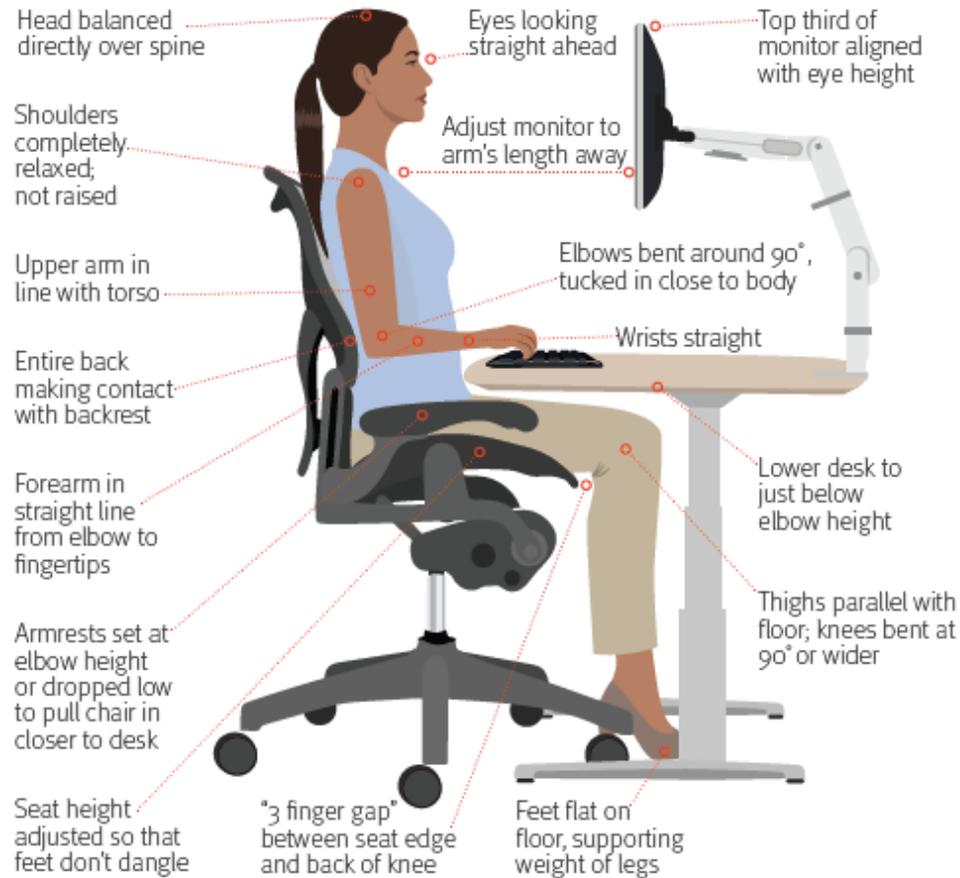


Appendix II Ergonomic Handouts

Ideal Computer Workstation Layouts

Sitting



HermanMiller

Non-adjustable desk? These tools can help you get to the right height.



Keyboard Tray

With feet flat on the floor and knees at 90°, lower the keyboard tray to just below elbow height, shoulders relaxed.



Foot Stool

Raise chair until elbows are slightly above desk height, then put a foot stool beneath feet to keep knees at 90°.

Standing



The more movement and change in postures you do, the better you will feel.



Office Ergonomics Checklist

Office Ergonomics Checklist

While seated at your computer workstation, use this checklist to analyze your layout and posture.



Is your eye level aligned with the top edge of the computer screen?
Y/N

Are your wrists straight or at a slight negative tilt (in a neutral posture) as you work?
Y/N

When you work, is your elbow at about 90 degrees?
Y/N

Are the screen contrast and brightness set correctly for your visual comfort?
Y/N

Are you able to view your screen without tipping your head or leaning forward?
Y/N

Are your shoulders relaxed and your arms by your side as you use your keyboard and mouse?
Y/N

Can you hold your phone without bending your neck and/or hunching your shoulder?
Y/N

Are your feet fully supported by the floor or a footrest?
Y/N

If you wear bifocals, is your computer situated so that you don't strain your neck?
Y/N

Can you reach frequently used items (mouse, files, coffee mug, etc.) without stretching?
Y/N

Is your work area free of any sharp edges against your forearm or wrist?
Y/N

Can you sit back in your chair without pressure against the back of your knees?
Y/N

Does your chair provide good lumbar support?
Y/N

Is the screen free of any glare (reflections, bright spots)?
Y/N

Are you able to intersperse non-computer work (meetings, calls, etc.) with your computer work?
Y/N

Do you take "micro-breaks" to stand up, stretch, and focus your eyes on something far away?
Y/N

Equipment May Need Adjusting
Environmental Conditions May Need Adjusting
Employee's Work Habits May Need to Change