

# ERGONOMIC WORKSPACE

## MAINTAIN YOUR HEALTH WITH AN ERGONOMIC WORKSPACE

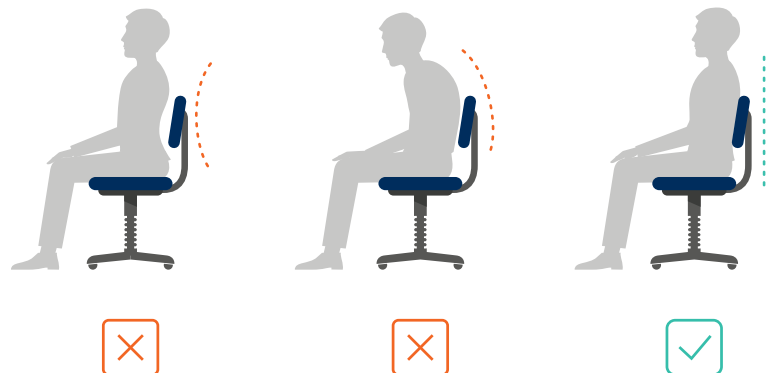
Working in an office might be considered a safe occupation, but there are hazards in every workspace. With roughly 95% of an office employee's day spent sitting in front of a computer, the risk for negative health impacts is high. Extended sitting can lead to long-term muscle aches, poor posture and joint pain. The Occupational Safety and Health Administration (OSHA) estimates 34% of all lost workday injuries and illnesses result from poor workplace ergonomics.

Tips to create and maintain an ergonomic workspace include:

- Ensure your chair is adjusted so your feet rest on the floor and your knees are level with your hips; use a footrest if your chair is too high for you to comfortably rest your feet on the floor.
- Use a cushion between the curve of your back and the back of your chair if you start to feel strain or discomfort from day-to-day sitting.
- Keep items you regularly use – including the phone or a stapler – close to your body to avoid unnecessary stretching throughout the day.
- Position your computer mouse close to your keyboard, and keep your wrist relaxed when using the mouse.
- Keep your wrist in a straight position when typing – not bent up or down – and consider using a wrist rest to help minimize stress.
- Use a headset instead of cradling a phone between your head and neck to eliminate strain.
- Pay attention to your posture; keep your body centered in front of your monitor and keyboard, and your thighs horizontal with your knees.
- Make sure you have plenty of space under your desk for your legs, knees and thighs; having a desk at least 19 inches deep, 30 inches wide and up to 34 inches high is recommended (depending on your height).
- Keep your monitor about at an arm's length in front of you.

## CHECK YOUR POSTURE

- Head, neck and torso should be upright and facing forward
- Upper arms should be close to the body with your forearms parallel to the floor
- Hips should be at an angle that is slightly higher than your knees
- Thighs should be parallel and lower legs perpendicular to the floor
- Feet should be flat on the floor



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## BE SURE TO STRETCH

- Remember to take breaks and stretch every 60 minutes
- Here are some quick and easy stretches you can perform without leaving your workspace:
  - Grasp the back of your elbow, stretch your arm over your head, hold for five seconds and then alternate arms.
  - Turn your head side to side, holding on each side for five seconds.
  - Bend over with your arms straight out, attempt to touch your toes and hold for 10 seconds. Repeat this exercise throughout a five-minute period.
  - Place your chin on your collarbone, rotate side to side for 10 seconds.
  - Take your arm by the back of the elbow, stretch it across your chest and hold for five seconds; alternate arms.
  - The lower-back stretch – bow your elbows out and rotate your torso side to side for 10 seconds; repeat throughout a two-minute period.