

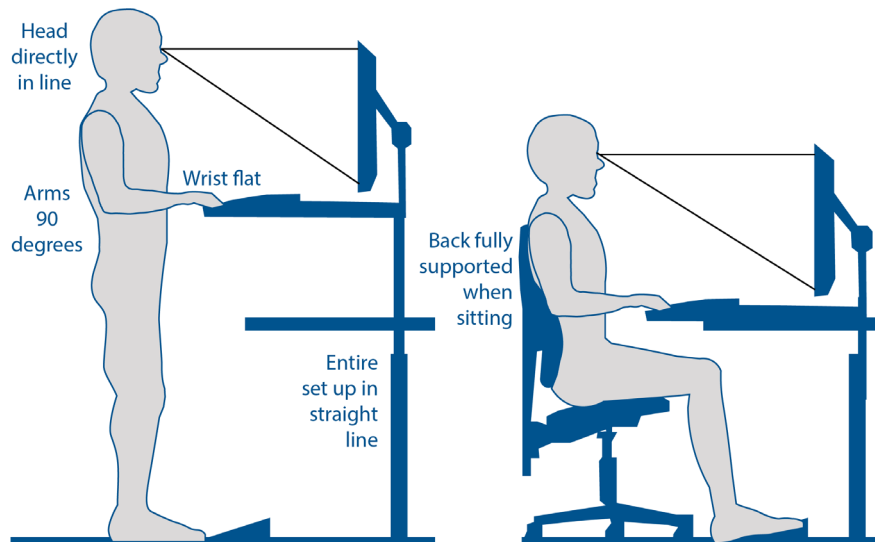
ERGO BULLETIN

Office Worker: What's Your Style?

Ergonomics is the science of fitting job tasks to the physical capacity of the workers performing them. Ergonomics in the office environment means creating workstations that promote healthy working postures and educating employees on the benefits of a "Proper Workstyle". The illustrations below depict what an employee should look like when in the proper set up, whether they are using a square shaped desk, L-shaped desk, corner diagonal desk, or using a sitting or standing workstation.

Proper Workstyle: Standing and Sitting

- Computer screen should be straight ahead and at least an arms length away when in the keying position.
- Keyboard placed directly in line with screen near the front edge of the desk. Make sure the keyboard legs are in the retracted position so keyboard sits flat and wrists stay in the neutral posture - flat and not flexed upward.
- Mouse is located on the same level as the keyboard, directly to the right or left, depending on user's mouse hand.
- Palm rest and mouse pad should be located directly behind the keyboard and mouse. This helps keep wrists in the neutral posture and eliminates the ability of the hands from resting on a hard edge. Resting on a hard edge has been shown to reduce circulation to the working muscles of the hands, wrists, and fingers.
- Keep frequently used work items, such as the phone or calculator, within the "strike zone". The strike zone is considered to be between the elbow and fingertips when the arms are positioned with the elbows bent at 90 degrees.
- Footrests should be used to support the feet, especially if the feet are not firmly on the floor when the seat height is adjusted for proper upper body postures. The footrest helps with proper posture for the low back and gives the worker something to push back against in order to utilize the lumbar support of the chair.
- The "proper workstyle", whether in sitting or standing posture, has the same 90 degree arm angle, and keyboard and mouse location. The footrest can be used in both the sitting or standing position and helps with circulation in both instances.



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