

Practical Ergonomics



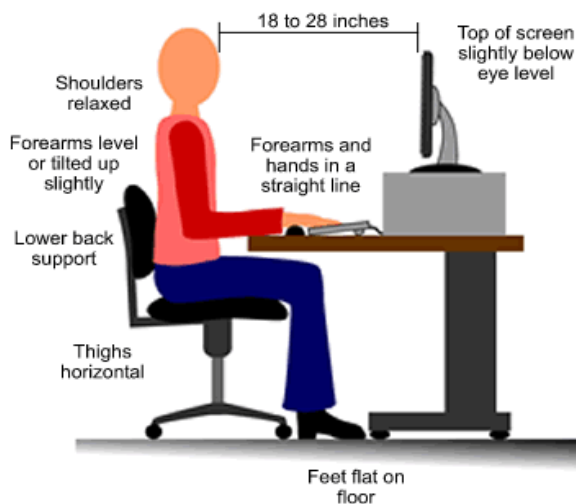
Your computer workstation can potentially be a dangerous place to work if you do not take care to practice safe working techniques. Follow the suggestions below to insure against injury and strain.

WORKING POSTURE

- **Head and neck are upright and in-line with the torso, facing forward (not bent down/back/twisted).**
- Trunk is perpendicular to floor (may lean back into backrest but not forward).
- **Upper arms and elbows are close to the body (not extended outward).**
- Thighs have sufficient clearance space between the top of the thighs and the computer table/keyboard platform (thighs are not trapped).
- **Wrists and hands do not rest on sharp or hard edges.**

EQUIPMENT POSITIONING

- **Top of the screen is at or below eye level so you can read it without bending your head or neck down/back.**
- Monitor position is directly in front of you so you don't have to twist your head or neck.
- **Glare is not reflected on your screen, causing you to sit awkwardly.**
- Telephone can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time.



KEYBOARD SET UP

- **Keyboard/input device platform(s) is stable and large enough to hold a keyboard and an input device.**
- Input device (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.
- **Input device is easy to activate and the shape/size fits your hand (not too big/small).**
- Again, wrists/hands do not rest on sharp/hard edges.

SEATING

- **Seat width and depth accommodate the specific user (seat pan not too big/small).**
- Seat front does not press against the back of your knees and lower legs (seat pan not too long).
- **Seat has cushioning and is rounded with a "waterfall" front (no sharp edge).**
- Armrests support both forearms while you perform computer tasks and do not interfere with movement.

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Contact us if you have questions, concerns, or would like information about safety or training.