

Office Ergonomics



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a Better California



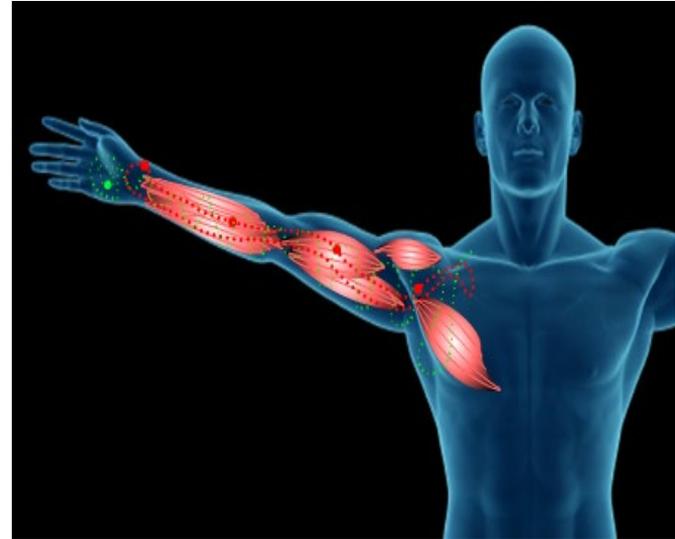
MSD's and Benefits of Office Ergonomics



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- Repetitive Strain Injuries (RSI) are preventable but no one is immune to them
- RSIs don't happen overnight
- Occur from a build up of micro-trauma
- Takes weeks, months, or years to develop
- May produce no symptoms in early stages
- Work, home and recreation contribute
- Differs from individual to individual
- Reporting discomfort early is one of the most important things you can do to prevent injury



- Neck- eyes looking level or slightly downward
- Shoulders- relaxed, not raised or hunched forward
- Elbows- bent to slightly greater than 90 degrees (90-110)
- Wrists- straight without bend in any direction
- Knees- slightly lower than hips.
- Feet- flat on floor or footrest
- Back- your back should rest against the back of the chair



What Influences Posture

Vision



Reach

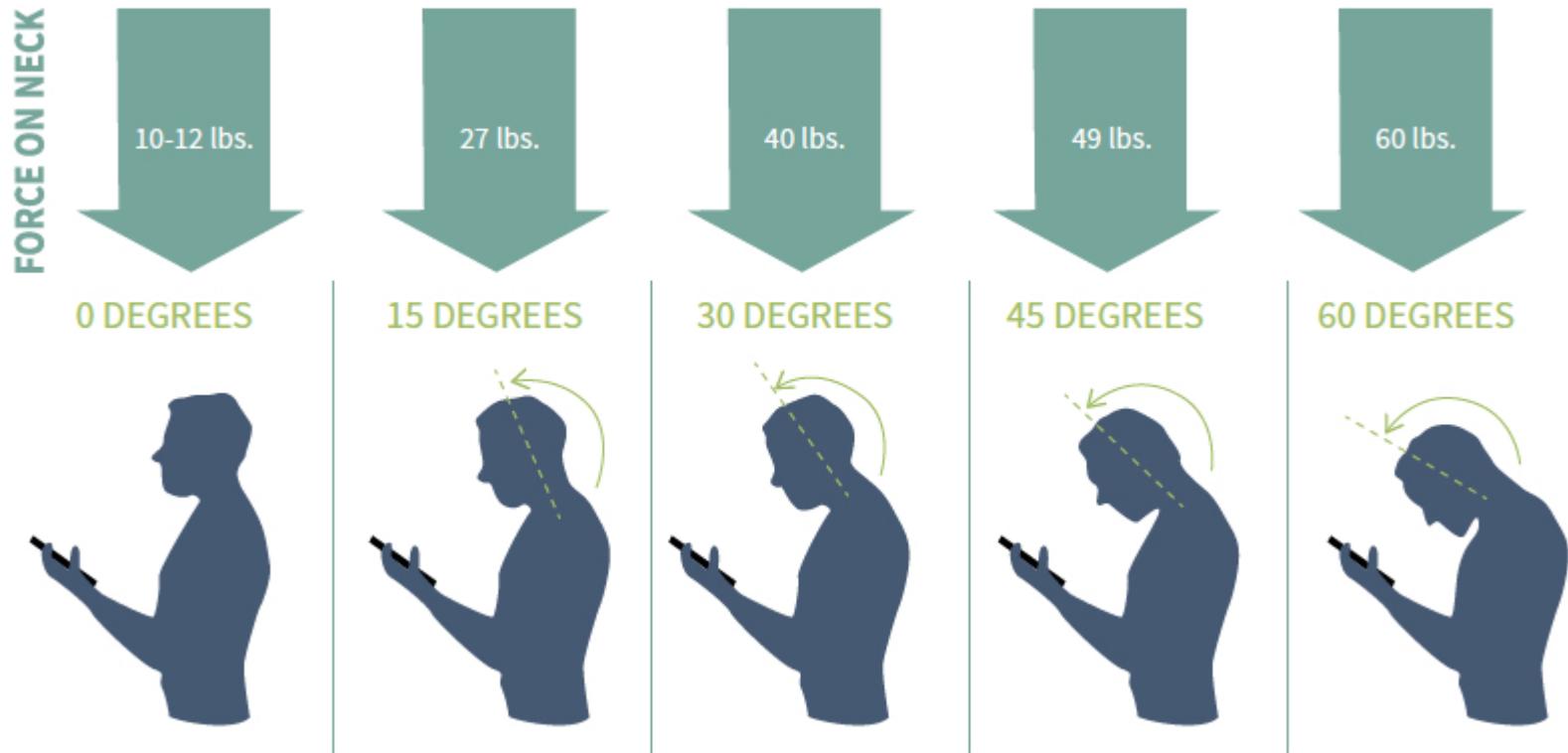


Support



Awkward Neck Postures

Neck Postures: High-Risk Activity



Office Ergonomic Workstation Non-optimal to Optimal



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Office Ergonomic Workstation Set up Non-optimal to Optimal

Non-optimal

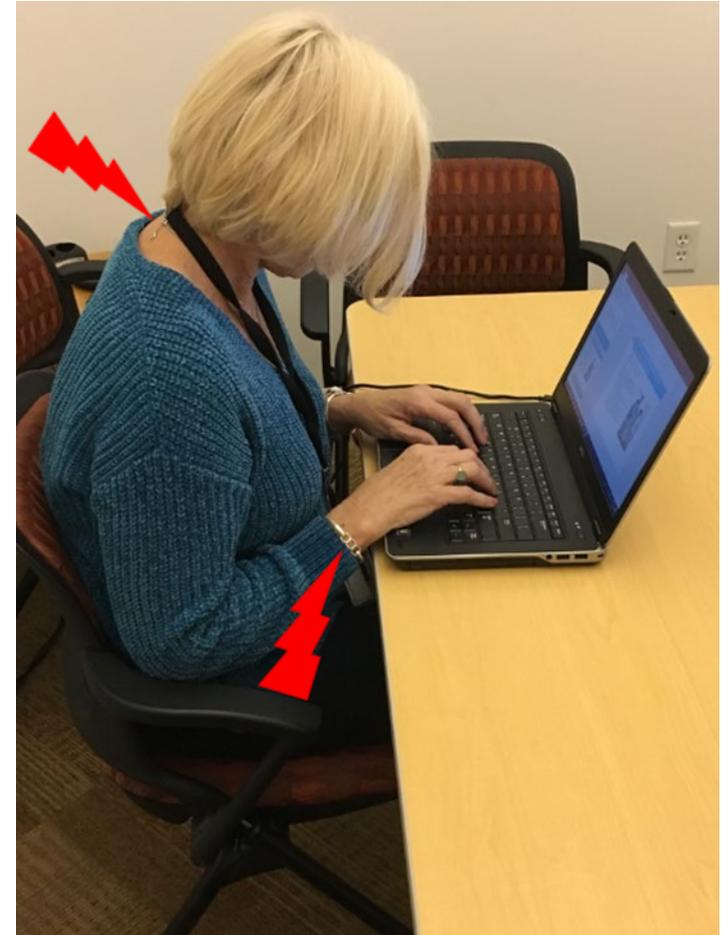
Laptop use on a table

Risk

Forward head and neck posture, awkward wrist and hand, contact stress

Recommendation

- Not recommended for long term use
- Multiple breaks are recommended
- Do not stay in same position for more than 30 minutes



Office Ergonomic Workstation Set up Non-optimal to Optimal

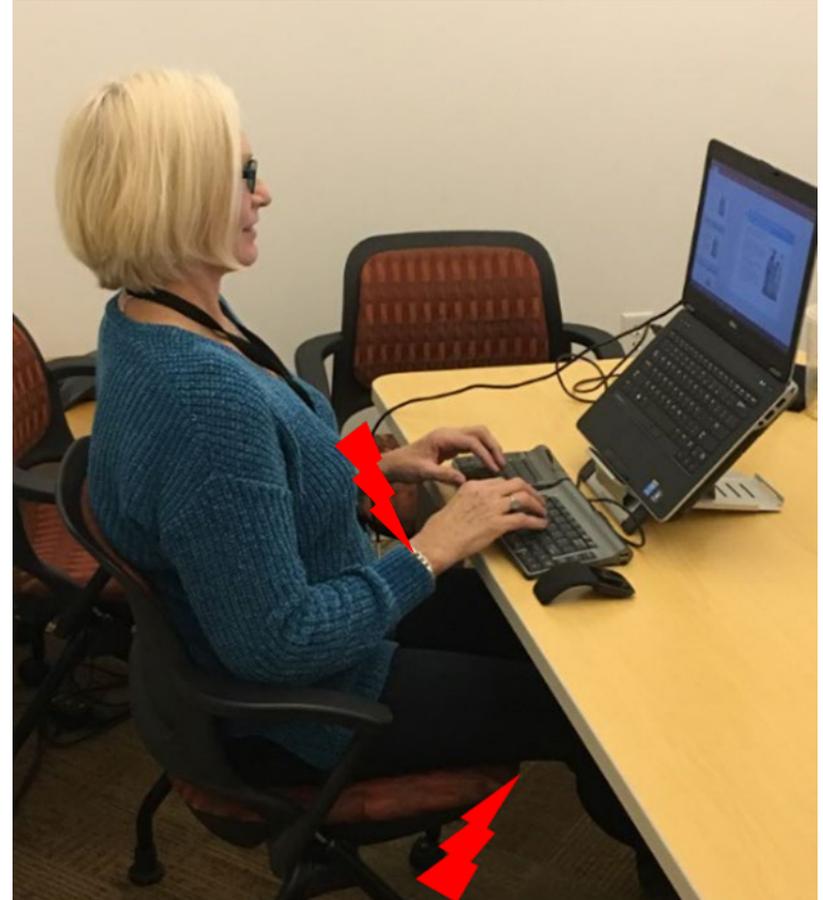
Laptop use on table or fixed height with a mobility kit

Risk

Keyboard may be too high causing awkward posture of the hand and wrist. Monitor height could be limited causing awkward neck posture

Recommendation

- Adjust laptop stand to raise monitor to correct viewing height
- Use an external keyboard and mouse. Worker may need to raise the chair so that the elbow is 90 degrees to the keyboard, a footrest may be needed.



Office Ergonomic Workstation Set up Non-optimal to Optimal

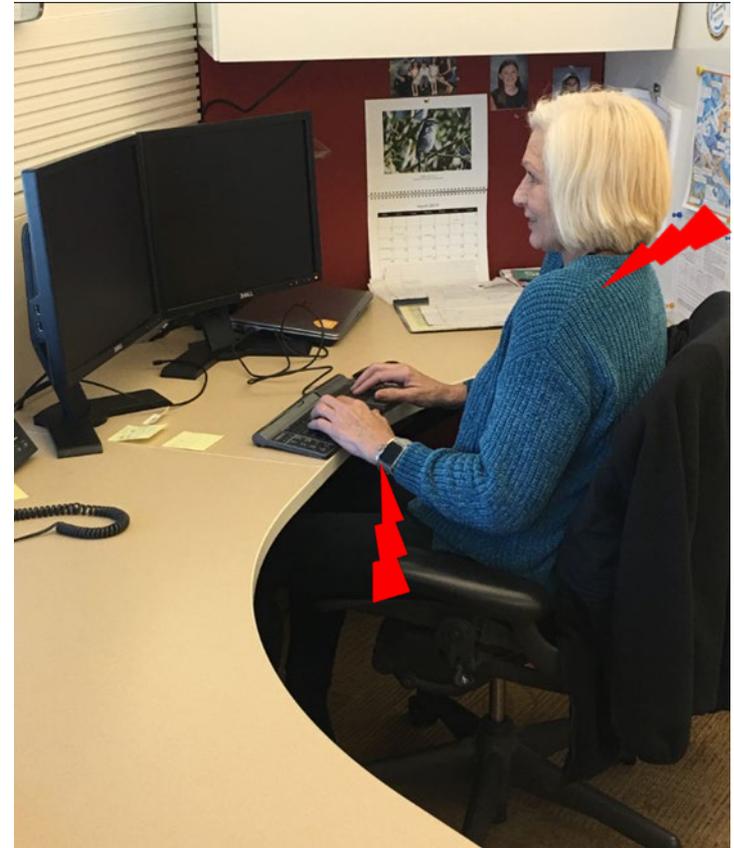
Laptop use on a fixed height desk

Risk

Keyboard and mouse may be too high, causing awkward wrist and hand placement.

Recommendation

- Raise chair so that elbows are at 90 degrees to promote neutral posture of the hand, wrist and shoulder, a foot rest may be needed
- If a docking station is not available, use of laptop stand, external keyboard and mouse is recommended.
- If docking station is available, adjust monitor(s) to the correct height (first line of characters eye level or slightly below)



Office Ergonomic Workstation Set Up

Non-optimal to optimal

Optimal: Laptop use on an adjustable desk

Risk

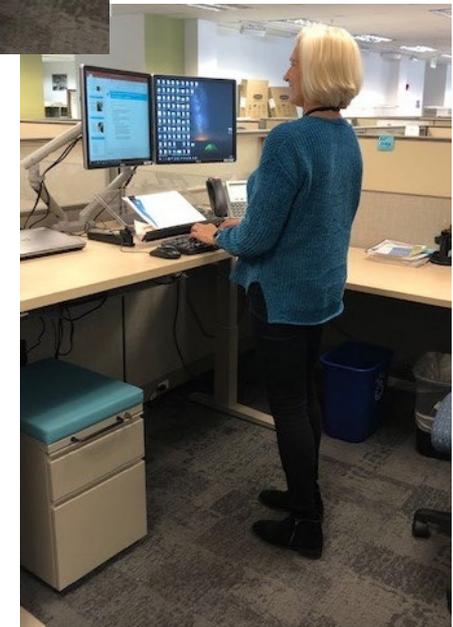
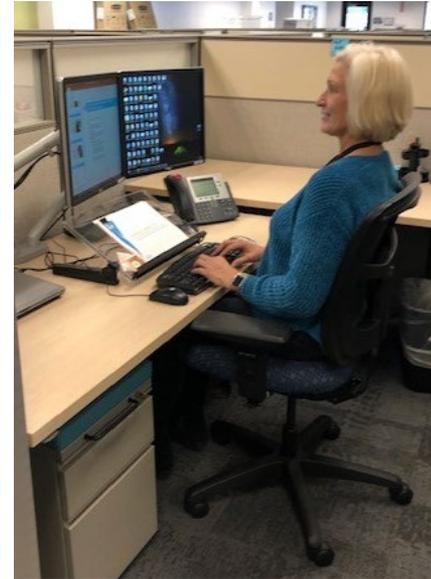
— The risk is eliminated because the desk can be adjusted from sitting to standing

Recommendation

— If a docking station is not available use of laptop stand, external keyboard and mouse is recommended.

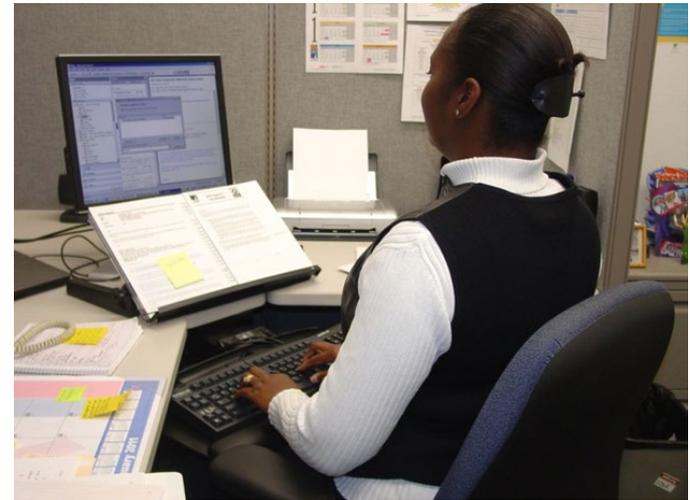
— If docking station is available:

- Adjust chair so that knees are bent at 90 degrees and feet are flat on the floor
- Adjust desk height to promote 90 degree angle of elbow to keyboard to promote neutral posture of the shoulder, hand and wrist
- Adjust monitor(s) to the correct height (first line of characters eye level or slightly below)



Why it matters to you

- As computer users, we have a vested interest in our own health.
- To ensure we maintain a healthy body it is imperative we understand how important breaks are throughout the day.
- Research shows that regular breaks can decrease your ergonomic risk factors and increase productivity.

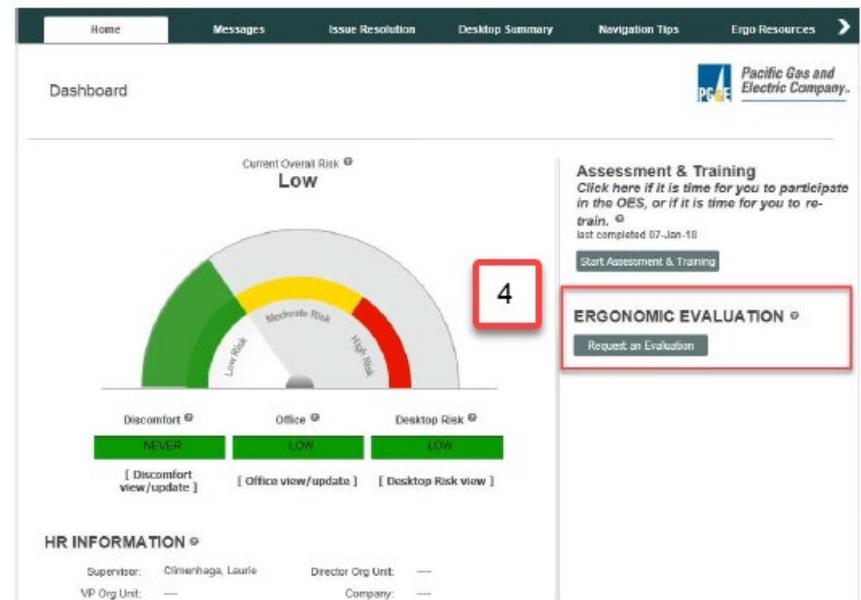
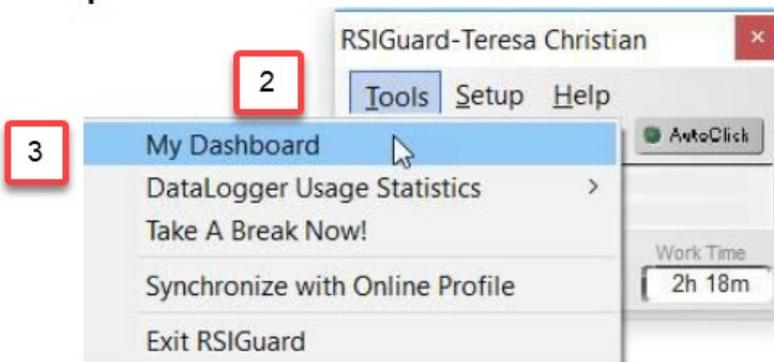
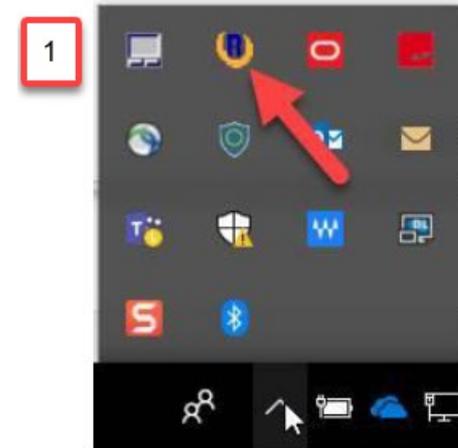


The way to decrease fatigue and increase comfort is Movement!

- Take breaks, embrace the 30/30 rule
- Maintain good posture
- Move throughout the day
- Schedule walking meetings
- Use a timer or the RSI Guard break feature to remind you to move and/or stand
- Wear an activity tracker and set a movement goal
- Set an Outlook reminder to help prompt you to move and/or stand



- Step 1. Click on RSIGuard icon from your desktop hidden icons
- Step 2. Click on *Tools*
- Step 3. Click on *My Dashboard*
- Step 4. Click *Request a virtual Evaluation* button. (Note: This is for individuals working from home)



- A virtual evaluation is a telephonic meeting. The evaluator will call the employee at the designated time to discuss their home set up.
 - They will review tips on how to get set up into a good position using several common household items.
 - Help individuals find ways to move through out the day.
 - Assist in identifying tools and tips to ensure employees can use multiple locations in their home safely.
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- Note: By employee request, the evaluator can also join via Webex to review break settings, exercises and stretches, computer use and best practices.



Report discomfort early

Report at the **FIRST** sign of discomfort

- If you have discomfort call the Nurse Care Line (888) 449-7787
- Notify your supervisor
- Request a virtual Ergonomic Evaluation
- Reporting discomfort early will likely prevent a more serious injury requiring surgery or other treatment from occurring

