

Office Ergonomics - Resources

- Go to **Computer Workstation & Office Ergonomics** page at www.hcergo.org. Multiple resources provided
- **Computer Workstation Adjustment On-line Training**
This free interactive program gives you step-by-step instructions on how to adjust your chair, keyboard, mouse, and monitor at your computer workstation and set up to perform mobile computing tasks from the Washington State Dept. of Labor & Industries - <http://lni.wa.gov>
- **OSHA Ergonomic Solutions: Computer Workstations eTool**
<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>
- **Oregon OSHA** - regulatory information & on-line training programs www.orosha.org
- **Evaluating your computer workstation**-How to make it work for you. Oregon OSHA
<http://www.cbs.state.or.us/external/oshastandards/pub.htm>
- **Easy Ergonomics for Desktop Computer Users (PDF)**
http://www.dir.ca.gov/dosh/dosh_publications/ComputerErgo.pdf
- **ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations** available from www.hfes.org
- **BIFMA – g1-2002 Ergonomics guideline for VDT Furniture used in office workspaces**
<http://www.bifma.org/standards/ergoguideline.html>
- **Creating the Ideal Computer Workstation: A Step-by-Step Guide** .The DoD Ergonomics Working Group,
<http://chppm-www.apgea.mil/ergowg2/index.htm>
- **Comfortable Portable Computing: The Ergonomic Equation. A White Paper (2008)** from Ergotron, Inc
www.ergotron.com/
- Cornell university resources/tools etc. <http://ergo.human.cornell.edu/>
- **UCLA Office Ergonomics Page** <http://ergonomics.ucla.edu/office.html>

Vendor Resources (No affiliation to speaker implied)

- Ergoweb/Ergobuyer www.ergoweb.com
- Alimed www.alimed.com
- Ergodirect www.ergodirect.com
- Humanscale www.humanscale.com
- Ergotron www.ergotron.com/
- Contour Design www.contourdesign.com/
- **OERC- Office Ergonomics Research Committee** www.oerc.org
A committee of companies dedicated to the advancement of research in Office Ergonomics and Upper Extremity Musculoskeletal Disorders

Office Ergonomics Possible root cause(s) of employee discomfort for the following parts of the body (not all inclusive)

<p>Fingers/Thumbs</p> <ul style="list-style-type: none"> ▪ Static posture ▪ Pressure on palm/wrist ▪ Using thumb on trackball ++ ▪ Using mouse button ++ or any one finger with force and repetition ▪ Force required to depress keys on keyboard and/or 'pounding' at keys ▪ Intense use of numeric pad or 10-key/calculator ▪ Holding pen tightly 	<p>Upper Back</p> <ul style="list-style-type: none"> ▪ Back rest too low or tilted forward ▪ Back rest too high ▪ Extended reach distances ▪ Mouse and/or Keyboard too high, low or away from body. ▪ Repetitive reaching for files ▪ Poor Posture ▪ Static/posture and prolonged task exposure
<p>Wrists and Forearms</p> <ul style="list-style-type: none"> ▪ Mouse and/or Keyboard too high, low or away from body ▪ Keyboard to one side ▪ Keyboard tilted up ▪ Incorrect alignment of chair and worksurface Applying force when touching keys ▪ Resting wrist on desk edge ▪ Static posture/prolonged exposure to data entry tasks 	<p>Lower Back</p> <ul style="list-style-type: none"> ▪ No or little back support ▪ Seat pan too deep ▪ Extended reach distances coupled with twisting ▪ Leaning forward (consider glare, lighting, visual and/or font size and contrast issues) ▪ Chair too far away ▪ Poor Posture ▪ Static/posture and prolonged task exposure – sitting too long ▪ Moving chair on carpet while seated
<p>Elbow</p> <ul style="list-style-type: none"> ▪ Wrist extension when using mouse (maybe coupled with extended reach) ▪ Force when using mouse (combined with static posture and prolonged exposure) ▪ Mousing with wrist vs. whole arm movements ▪ Leaning on chair arms 	<p>Hips/Legs</p> <ul style="list-style-type: none"> ▪ Restricted space for thighs (vertical or horizontal) ▪ Seat pan too narrow or too wide ▪ Seat too firm ▪ Chair too high or too low ▪ Static/posture and prolonged task exposure ▪ Poor position of foot controls (transcription/mouse)
<p>Shoulder & Upper Arm</p> <ul style="list-style-type: none"> ▪ Mouse and/or Keyboard too high, low or away from body ▪ Typing or mousing with arms unsupported or not supported in neutral position ▪ Phone use – cradle phone with neck ▪ Monitor too high ▪ Leaning forward ▪ Poor Posture ▪ Static/posture and prolonged task exposure ▪ Repetitive extended reaching to files, printers etc. from seated position 	<p>Knees</p> <ul style="list-style-type: none"> ▪ Seat pan too deep ▪ Restricted space for knees (horizontal) ▪ Chair too high or too low ▪ Static posture
<p>Neck (Also see shoulder above)</p> <ul style="list-style-type: none"> ▪ Phone use – cradle phone with neck ▪ Monitor too high, low and/or to side ▪ Chair too far away ▪ Leaning forward ▪ Poor Posture ▪ Poor eyesight or inadequate corrective lens ▪ Leaning forward (consider glare, lighting, visual and/or font size and contrast issues) ▪ Static/posture and prolonged task exposure 	<p>Feet & Ankles</p> <ul style="list-style-type: none"> ▪ Restricted space for feet (horizontal) ▪ Chair too low or too high – feet unsupported ▪ Acute angle of footrest (shoe heel design) ▪ Position and force require to operate foot controls (transcription/mouse) ▪ Static posture