



# Ergonomic Cheat Sheet

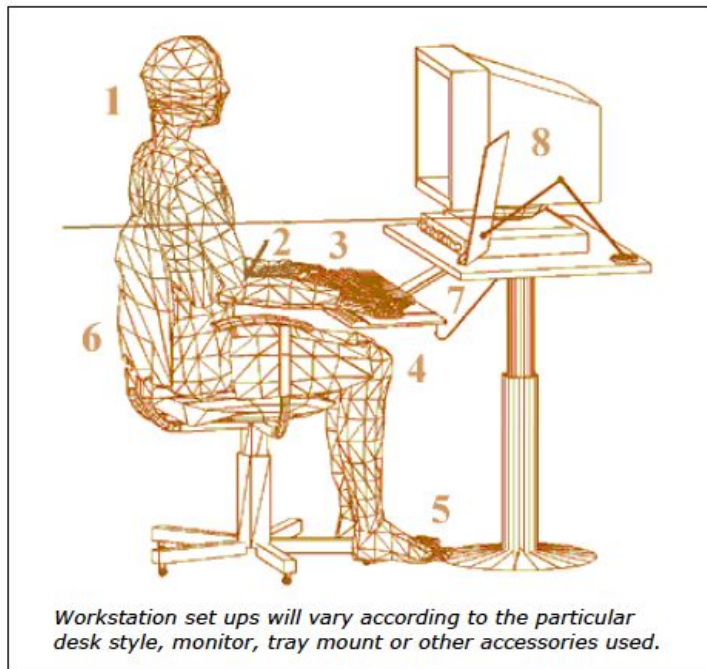
## Workstation Layout

This section describes postures that seek to minimize postural demands. However, it should be noted that any one posture becomes fatiguing after a while, and that changes in posture are important.

- Movement is important to minimize postural fatigue and discomfort.
- Movement may include slightly adjusting the positioning of the head, shoulders, arms, back, hips, and legs.
- A few **simple changes** to your office set-up can help make your job easier, safer and more efficient.

## Adjusting Your Computer Workstation

1. The monitor should be set at a height so that your neck will be straight.
2. Your elbow joints should be at about 90 degrees, with the arms hanging naturally at the sides.
3. Keep your hands in line with the forearms, so the wrists are straight, not bending up, down or to either side.
4. Thighs should be roughly parallel to the floor, with your feet flat on the floor or footrest.
5. If necessary, use a footrest to support your feet.



6. Your chair should be fully adjustable (i.e. for seat height, backrest height and seat pan tilt, and, preferably, armrests). It should have a well-formed lumbar (lower back) support to help maintain the lumbar curve.
7. There should be enough space to use the mouse. Use a wrist rest or armrest so that your wrist is straight and your arm muscles are not overworked
8. Use an adjustable document holder to hold source documents at the same height, angle and distance as the monitor.

## Keyboard

Position it above your lap. Ensure that you can type with your arms relaxed, close to your body with elbows bent at 90 degrees and wrists level.

### Computer Monitor

Position it directly in front of you. Keep it free of dirt and smudges in order to reduce glare. Allow the muscles in your eyes to relax by following the 20/20/20 rule: take a 20 second break every 20 minutes and focus on an object that is at least 20 feet away from you. Make sure to use proper corrective eyewear to avoid leaning or straining forward to see the computer screen.

### Mouse

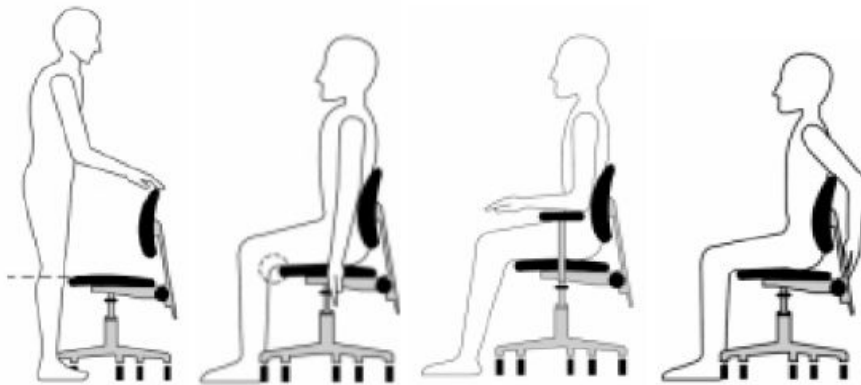
Some workers have a vice-like grip on the mouse. Try using a light grip to avoid strain. When you move it around, use your elbow to guide it instead of your wrist.

### Telephone

Use your hand to support the telephone against your ear and alternate sides regularly. Do not cradle the phone between your ear and your shoulder. If you are on the phone a lot, consider using a headset or speaker to reduce strain on your neck and arms.

### Chair

Sit upright and all the way to the back. Place a support cushion or roll against the arch of your back for lumbar spine support. Here are some tips to help you adjust your chair.



1. Stand in front of the chair and adjust the height so that the highest point of the seat is just below your kneecap.
2. Sit on the chair and make sure that your knees are bent at approximately a 100-degree angle when your feet are flat on the floor.
3. Adjust the backrest forwards and backwards as well as up and down until it fits the hollow in your lower back.
4. Sit upright with your arms hanging by your sides. Bend your elbows at about a right angle and adjust the armrest height until they barely touch the undersides of the elbows. Remove the armrest from the chair if the right level cannot be achieved or if the armrests, in their lowest adjustment, elevate your elbows even slightly.

### Take a break.

Try not to sit in any one position for a long period of time. Take a quick stretch break or change position every 3- to 45 minutes. For a quick and easy stretch, stand up and raise your arms above your head.

**Apple Creek Sports Medicine Centre**, 2 Corby Road, Markham

**905-475-0484**

*[www.applecreeksportsmedicine.com](http://www.applecreeksportsmedicine.com)*

# Standing Workstation Ergonomic Cheat Sheet



Adjusting your standing computer workstation:

1. The monitor should be at a height so that your neck will be straight.

2. When standing your elbows should be bent 90-100 degrees to reach the standing desk surface.

3. The monitor should be approximately an arm's length away and be placed directly in line with the eyes to prevent slouching.

4. Stand with a gentle bend in the knee.

5. An anti-fatigue mat can be placed under your feet to limit pressure on the legs and low back.