Proper Ergonomics

The goal of proper ergonomics is to ensure your body experiences the least amount of stretching, pinching or straining.

Examples:

- If your desk is too high your shoulders must rise to compensate while you type. This can result in headaches or a sore neck.

- If you don't use the back rest on your chair correctly, you can have a sore back at the end of the day.

- If you hold your phone by placing it on your shoulder and bending your head to the side for an extended period of time, it can result in pain in your neck or shoulder.

- If you have bifocals and crane your neck to see your screen, that can result in any number of problems.

If you can remember to keep your hands, wrists, elbows and shoulders as close to neutral as possible, allowing for easy blood flow to nourish the muscles, you will feel much better at the end of the day. Remembering to stand up, stretch your arms, and move your head from side to side gently will also help.

See diagram on next page.

Comfort Tips at a Glance

Minimize glare on your screen

Use a document holder while typing information

Top of screen at eye level

Keep your head upright, facing forward

Do not over-stretch your fingers while keying; use a wrist pad during typing pauses

Relax your shoulders

Place mouse or other input devices next to the keyboard, within a comfortable reach

Sit up with your chair slightly tilted back

Use a light touch on keyboard; keep your keyboard at elbow height

Keep your elbows at side, at 90-degree angle and your wrists straight

Keep backs of your knees slightly away from chair

Keep your thighs approximately parallel to the floor

Rest your feet firmly on floor or footrest