

WORKSTATION ARRANGEMENT

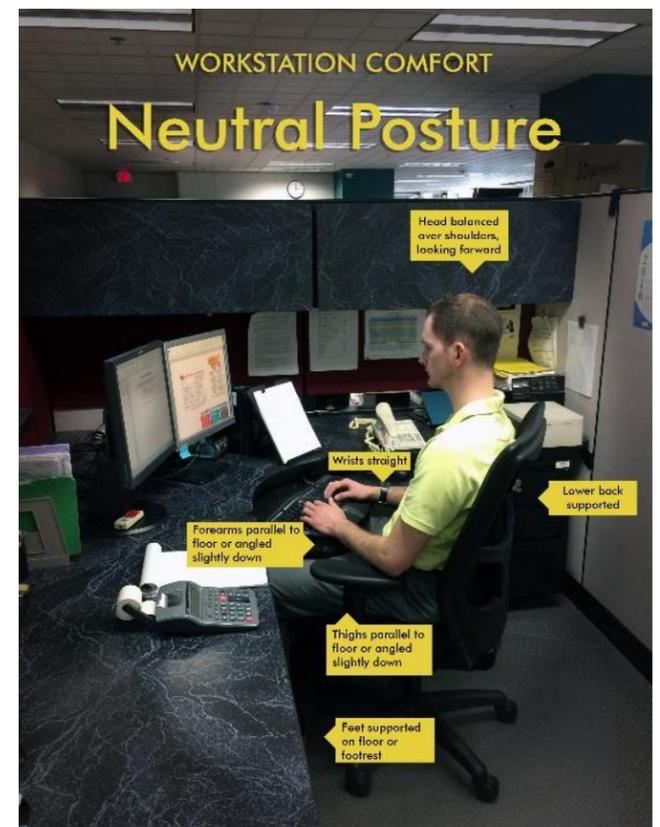
According to the Bureau of Labor Statistics and the National Safety Council, Musculoskeletal Disorders (MSD) accounted for over one-third of all workplace injuries in the United States in 2011. Everyone can do their part to decrease the trend.

Chair Best Practices:

- Five point base for stability.
- Adjustable back rest that supports the entire back including lumbar support.
- Adjustable seat pan allowing 2-3 fingers between front edge of seat and back of knee.
- Adjustable chair height that allows legs to be at 90 degrees, or hips slightly higher than the knees.
- Adjustable, padded armrests that allow shoulders to rest in a relaxed position and close to the body.
- Feet should rest flat on the ground, or a foot stool could be utilized.

Work Area Best Practices:

- Place frequently used materials in the primary “handshake” zone (keyboard, mouse, etc.).
- Materials occasionally used should be placed in the secondary zone (telephone, document holder, monitor, etc.).
- Materials used infrequently should be placed in drawers or overhead cabinets.
- If a phone is frequently used or awkward postures are observed while using a phone, use a headset.
- Utilize a document holder, at the same height as the computer screen, when looking at documents and the monitor.
- Keyboard should be thin and lay flat. While using the keyboard hover slightly above the keys and ensure wrists are straight. Remember to avoid resting wrists on a firm surface.
- The computer screen should be positioned to reduce glare from overhead lights or windows, while the top most viewed line should be approximately eye level.



Free Ergonomic Assessment Tool

<http://www.doa.state.wi.us/ergonomics/>

Practice for Office Ergonomics

Poor office ergonomics can strain muscles, leading to aches, pains and musculoskeletal disorders. Prevent sprains and strains with proper workstation design and placement of equipment, and by adopting proper work postures.

