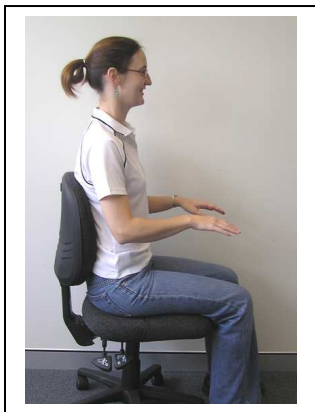


Workstation Ergonomics

ERGONOMIC SITTING POSTURE

When sitting at a workstation you should be in a comfortable working posture with your joints naturally aligned in neutral positions. Working with the body in a neutral position reduces the stress placed on muscles, tendons and bones.

The following guidelines may assist when you attempt to maintain neutral body postures while working at the computer workstation:



Hand, wrists and forearms are straight, in-line and roughly parallel to the floor.

Head is level or bent slightly forward, forward facing, and balanced. Generally it is in-line with the body.

Shoulders are relaxed and upper arms hang normally at the side of the body.

Elbows stay in close to the body and are bent between 90 and 120 degrees.

Feet are fully supported on the floor or a footrest.

Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.

Thighs and hips are supported by a well-padded seat and generally parallel to the floor.

Knees are about the same height as the hips with the feet slightly forward.

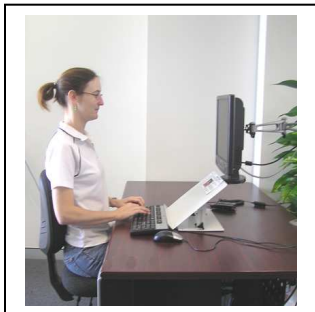
COMPUTER MONITOR PLACEMENT

Your monitor should be positioned directly in front of you so that your head, neck and body face forwards.

The top of the screen should be around eye level.

Position the monitor at a comfortable distance where you can easily read the screen without leaning forwards or backwards in your seat.

As a general guide, start by placing your monitor at arms length away.



ORGANISING YOUR WORKSTATION

Frequent reaching and stretching can cause stress and strain on muscles and joints.

When working at a computer workstation, it is best to keep frequently used items close at hand. To reduce stretching and reaching the equipment on your desk can be organised into zones as follows:

Primary Zone: 0-30cm

Keep item that you use frequently or for long periods in this zone. Items kept in this zone may include your keyboard, mouse, pens, notebook and telephone if used frequently.

Secondary Zone: 30-50cm

Keep items that you use occasionally or for short periods in this zone. Items kept in this zone may include your telephone, computer screen, document holder, stapler and other stationary items.

Tertiary/Outer Zone:

Keep items that you use infrequently in the remaining area of your desk.



REST BREAKS

Completing computer based activities for prolonged periods can cause strain, stress and even damage to the muscles, tendons and other soft tissues of the body.

Maintaining static postures (such as looking at a computer screen) and highly repetitive activities (such as using a mouse or keyboard) can cause fatigue, wear and tear and even injury.

There are several ways in which fatigue, strain and injury can be prevented:

- Take regular rest breaks throughout the day to stand, move around and stretch. For example, walking to the printer or water fountain, making a phone call or doing some filing are activities which can give your muscles time to recover from computer work.
- Organise work tasks so that some non-computer-related activities are included in your day. These activities use different muscles and also encourage body movement.
- Make regular, small adjustments to your office chair to change seated posture. Slightly adjusting backrest or seat angle allows different muscle groups to work whilst others rest.
- Try alternating hands to complete mousing activities or use keyboard short cuts as a substitute for mouse use.

NEED TO KNOW MORE?

Telephone, fax or e-mail your enquiry to obtain further information from one of the therapists about products. Alternatively, you can make an appointment to trial the equipment at our display centres or through our outreach service. Please phone LifeTec Queensland for further details.

Last Updated: March 2009