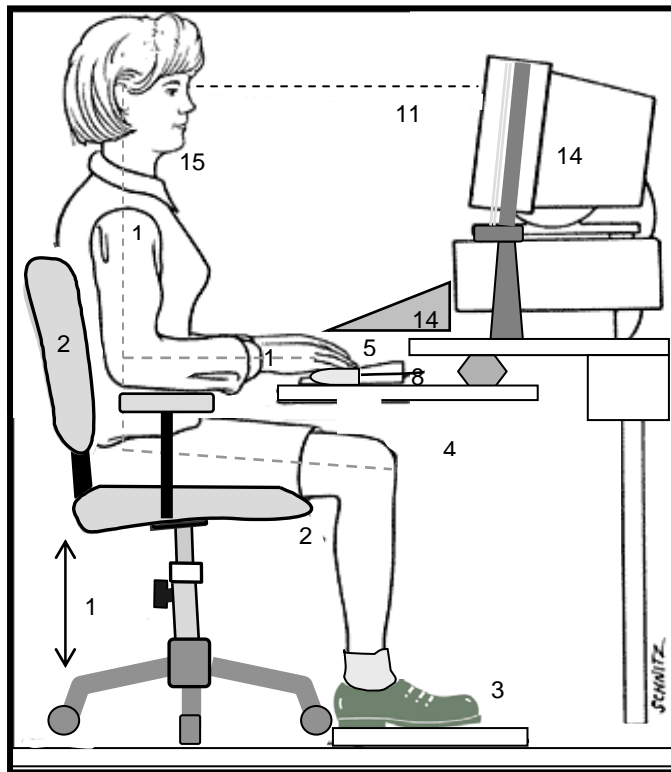


COMPUTER WORKSTATION - ERGONOMIC "QUICK - LIST"



✓ CHECK YOUR COMPUTER WORKSTATION

- 1. **FIRST, adjust your chair**: The shoulders should be relaxed with your elbows close at your sides. The height of your chair should allow your wrists to be straight.
- 2. Adjust the backrest (up/down, in/out) so that the lumbar support fits your lower back. Sit with your back against the backrest for support, making sure there is space behind the knees.
- 3. Your thighs should rest evenly on the chair, your feet flat on the floor or, if required, a footrest.
- 4. There should be enough space beneath the work surface to move your legs freely.
- 5. **The mouse & keyboard** should be the same height. A keyboard tray should be large enough to also fit a mouse. The mouse and keyboard should be as close to each other as possible.
- 6. A mouse pad should be used to allow the mouse to move properly.
- 7. Reduce mouse movement by learning keyboard shortcuts or increase mouse 'motion' speed.
- 8. The keyboard should be flat with the rear legs folded in - to promote a neutral or straight wrist posture.
- 9. Use the entire arm when moving the mouse and keep the wrist straight.
- 10. **The monitor** may need to be at eye level, however many people are more comfortable with a lower monitor, especially if they wear bifocals. Try it!
- 11. The monitor should at least arm's length away & in line with the keyboard.
- 12. To reduce eyestrain, adjust the monitor contrast and brightness to comfortable levels.
- 13. Practice the 20-20-20 rule. After 20 minutes of computer work, look 20 feet away for 20 seconds.
- 14. **Documents**: For files or books a **slant board** between the keyboard & monitor reduces neck strain. Try it with a large 3-ring binder. Or use a document stand at the same height & distance as the monitor.
- 15. When working, your head should remain upright, with your chin tucked in.
- 16. **Telephone**: place your phone within easy reach. Consider the opposite side as the mouse to use your less dominant hand.
- 17. Frequent or prolonged phone users should use a **head-set** to avoid static postures holding the phone with the arm or neck while writing or keyboarding.
- Tips**: If your workstation is shared, take the time to adjust it to fit you before you start work, like driving a car.
- Adjust your posture & vary your work activities throughout the day to use other muscles.
- Take regular breaks away from the computer to stand, stretch & walk around.

STRETCHES

Stretch throughout the day (every 2-4 hours) to prevent or relieve muscle aches and stiffness.

The stretch should:

- Be a smooth, slow, gradual movement.
- Create a gentle pull without pain.

Indicates the area of stretch.

1. Back Extension

For long periods of sitting

- Place hands on your hips
- Lean back at the waist
- Keep looking forward
- Do not bend the knees
- Hold for 2 seconds & perform 5-10 times



2. Chest Stretch

For sitting & computer work

- Put hands behind your head
- Arch your upper back & bring your shoulder blades together
- Do not put pressure on your neck or push your head forward
- Hold 5-10 seconds & perform 3 times



3. Hamstring Stretch

For long periods of sitting

- Place 1 leg above the floor
- Bend at your waist
- Slowly lean toward your foot
- Keep your back straight
- Hold your desk for support
- Hold for 15 seconds & perform 3 times

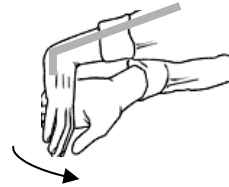


STRETCHES

4. Forearm Stretch

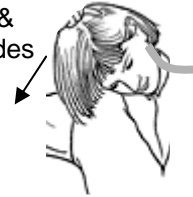
Good for frequent keyboard and mouse use

- Apply gentle pressure to bend your wrist back
- Hold for 10 seconds & perform 3 times
- Alternate arms



5. Neck Side Bend

- Bring your ear down to your shoulder
- Keep shoulders relaxed & hang arms down your sides
- Hold 10 - 20 seconds
- Alternate sides



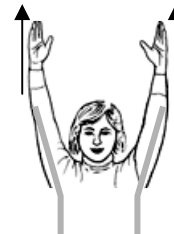
6. Neck Rotation

- Turn your head to one side while keeping your chin tucked in
- Hold for 10 seconds
- Repeat 3 times each side



7. Reach for the Sky

- Reach over head with both arms
- Hold for 10 seconds
- Repeat 3 times



For more information contact your local OT/PT department or Wellness & Safety MSIP-PEARS Team at:

NI: 250 850 2141 **Ext. 62286**

CI: 250 755 7691 **Ext. 57408**

SI: 250 370 8111 **Ext. 3208 or Ext. 3242**

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Computer Workstation Ergonomics