

COMPUTER WORKSTATION SET UP: LET'S KEEP IT NEUTRAL! OFFICE ERGONOMICS

Santa Clara County Schools' Insurance Group (Courtesy of www.working-well.org)

What is the Optimal Keyboard, Mouse and Monitor Height?

Measurement A: Sitting Elbow : Adjust the chair so your feet are firmly on the floor and your knees are even to or slightly lower than your hips. Relax your shoulders, place your hands in your lap, then raise your hand even with your elbow. Ask your ergo buddy to measure the distance from the floor to your elbow.

Measurement B: Keyboard/Mouse Surface: must consider the thickness of the keyboard and the style of typist that you are. For more information visit www.working-well.org. A negative tilt of the tray is better than a positive tilt; which can cause injury.

Measurement C: Monitor Height: The monitor should never be so high that you have to lift your chin to see any part of the screen. Therefore, the top ¼ of the screen should be equal with your straight-ahead vision, unless most of your work is done in the lower ¼ of the screen (then the monitor can be higher) OR if you wear bifocals (then the monitor needs to be lower). Do not place the monitor on the hard drive/docking station if it sets it too high. The monitor should be close enough for you to see your work without holding your head forward.



Avoid the Mouse! Using keyboard shortcuts is a valuable alternatives to using the mouse - which many people overuse. Especially when your hands are already at the keyboard, using the mouse can mean unnecessary movement, over-exertion of the fingers and arm, extra strain on the shoulder and elbow, and wasted time. Many people don't realize that underlined letters in menus and dropdowns indicate that letter is a shortcut. You can type the underlined letter rather than using the mouse to highlight the choice. on your menus if you don't see them! go to www.working-well.org for desktop shortcuts and more tips. If you must use the mouse, place mouse on left side of keyboard, switch the primary buttons in the control panel/ mouse icon of your computer, and you will be able to click with the inside button on the left side of your mouse. This will give your right arm a rest, and the mouse on the left is much closer to your body/torso.

Document Holders: Always prop up your documents and avoid neck overextension. In Line document holders are ideal for busy data entry desks with a line guide. Side document holders are ideal for holding binders and folders; place next to monitor. Do not use holders that require you to lift your head such as those that attach to top of monitor.

Lap Tops: Never use laptops on top of high desk surfaces for prolonged periods of time. A docking station and external keyboard and mouse must be provided.

BEST CHAIR POSITIONS FOR DIFFERENT VOLUME OF WORK

UPRIGHT

FOR HIGHLY ACTIVE



RECLINED

FOR MEETINGS/READING



FORWARD

FOR REGULAR DESK



STANDING



Move around! Schedule your task so that you have to move around, never stay in one position for more than 30 minutes, if you are injured, move around even more. Place your printer and files away from your desk and stand up and walk around often.

Listen to your body! You must not ignore any type of discomfort; injuries take place when weak muscles in awkward positions are present; a sustained position that can create tension may lead to a permanent debilitating condition that may never be reversed! If your nerves are compromised, you have reached a point of no return, you must **STOP** and determine the problem and return to a neutral position; the SCCSIG is available to assist in evaluations at no additional cost to your district. Contact your HR department immediately to schedule an evaluation.

Protect your eyes! Avoid glare reflecting from your monitor. Sometimes a simple desk lamp can solve the problem, ceiling fluorescent lights can reflect, turn them off. If your eyes become dry, that may be a sign of fatigue. Look at a distant point and focus away from your monitor often.

Stretching exercises: best prevention! Do not allow tension to accumulate around your neck. Stretch and relax **everyday**.

Head Tilt and Turn (for head and neck)



Relaxing Hand Exercises

Circles: Stretch both arms outwards with fingers together and draw a circle with your hands, rotating them at the wrist. Five circles in one direction, then five in the opposite direction.

Extension: Hold arm outward with palm facing down. Raise the hand up as though you were telling someone to stop. Using the opposite hand, apply pressure to the palm of the raised hand. Hold pressure for five seconds, then relax. Repeat for a total of three times per hand.

Curls: Hold arm outward, with the palm facing down. Drop the hand downward at the wrist. Using the palm of the opposite hand, apply pressure to the back of the dropped hand. Hold pressure for five seconds, then relax. Repeat three times per hand.

Stretches: Spread the fingers of both hands far apart. Hold for five seconds, then relax. Repeat for a total of three times.