



## OFFICE ERGONOMICS

The team of experts at Nancy Haston & Associates Inc. has been actively conducting ergonomic assessments in both plant and office environments. Our consultants have delivered numerous presentations on ergonomic practices, highlighting the importance of examining and making modifications to individual workstations and work practices.

Here are some tips from a recent presentation on Office Ergonomics delivered by Nancy Haston & Associates Inc.

**Avoid awkward body postures.**

**Avoid standing or sitting for long periods of time.**

**Avoid repetitive movements.**

**Keep items used frequently within bent arm reach. Keep items used occasionally within easy reach.**

**Adjust your computer chair to fit you.** Sit with your feet resting flat on the floor or on a footrest and your legs at a 90-110 degree angle. Adjust the backrest to support your lower back. Allow enough space for a closed fist between the front edge of the seat and the back of your knees.

**Position your keyboard to fit you.** The keyboard should be placed directly in front of you. When typing, your wrists should be "floating" over the keyboard, not touching the wrist rest.

**Position the monitor so that your eyes are level with the top of the computer screen.**

Position the monitor so that it is approximately one arm's length away from you when sitting.

**Minimize problems with glare.** Windows should be located at right angle to the computer screen. Ceiling light fixtures should be located to the side of the computer screen.

**Take regular rest breaks to ease muscle aches, eyestrain & stress.** Use the rest breaks to stand up and move around. Relax your muscles, stretch. Consult your doctor or physiotherapist about exercises that are suitable for you.

***Should you or your company be interested in having a presentation on ergonomics at your workplace or ergonomic assessments of your work stations, contact us at 1-800-465-1614, or e-mail us at [rehab@nancyhaston.com](mailto:rehab@nancyhaston.com).***



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