Office Ergonomics

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Ergonomics:

- ‘Ergo’ = ‘Work’.
- ‘Nomics’ = ‘Laws’.
Ergonomics:

- Ergonomics is the study of people in relation to their working environment.

- Ergonomics is involved in the interaction of the three components of all work tasks.
  1) The Work
  2) The Worker
  3) The Workspace / Environment
Aim:

- The aim of Ergonomics is to minimize the mismatch that occurs between the person and the job or match the capabilities of humans and the requirements of the job they are expected to perform.

- It is concerned with the design of man machine interfaces to improve factors affecting health, efficiency, comfort, and safety.
Aim:

- Ergonomics helps to achieve the following:
  
  -> Makes the job safer by preventing injury and illness.
  -> Makes the job easier by adjusting the job to the worker.
  -> Makes the job more pleasant by reducing physical and mental stress.
Why?

- Ergonomics is needed in office to prevent the injuries or stress (Ergonomics Hazards) that can occur due to non-presence of Ergonomics.
Workplace Injuries

- Back Pain
- Headache
- Shoulder and Arm Pain
- Itching of eyes
- Physical injuries
- Other serious injuries
Prevention is better than cure

- Various preventive measures are available for avoiding ergonomic injuries.

- These preventive measures should be implemented so as to increase the productivity and efficiency of employees.
Efficient Posture

- This is one of the important factors which can reduce injuries to a great extent.

- It is important to note that all people should vary postures between sitting and walking regularly.
Correct Posture.
Chair

- Chair backrest → adjustable in angle and height.
- Arm rests → padded and adjustable.
- Support to spinal cord.
- Rounded edge to the front edge of the seat.
- Five star base for stability.
Workstation Setting

- Work Reach:
  -> Most frequently needed things can be set up at a distance of 350-400 mm.

  -> Other things can be set up at a farther distance.
**The Eyes**

Avoid the following:

- Blinking of eyes is less.
- Glare or Dirt on the screen of the monitor.
- Continuous staring.
- Less distance between the eyes and the monitor.
- Stretching of eyes while working.
Keyboard and Mouse

Neutral

Awkward

Awkward

Neutral

Neutral

Awkward

Neutral
Wrist Supports (Keyboard & Mouse)
Proper Monitor Position
Other Measures

- Make use of headsets while talking on phone.
- Use screen filters on computer screens.
- Don’t stretch too much to reach things.
- Feet should be supported by proper footrests while sitting on chair.
- Don’t fold for legs while sitting on chairs.
- Don’t read documents placed below your eye level for prolonged time.
Other Measures (Contd..)

- Place the things to be frequently used on your dominant side.
- Take 2-3 small breaks in between instead of taking 1 large break.
- Avoid resting your wrists against a desk edge.
Work surface height - standing

- Type of work performed.
- Items being handled.
- Tools and controls used
- Height of the workers

- When setting up an area such as a bench or counter for work to be performed while standing the above factors should be taken into consideration.
Thank You