12 Ways to Achieve Office Ergonomics

By Michelle Dale, Extract from Business Articles, 13th March 2009
Why Office Ergonomics is Important

- Working in an ergonomic office is crucial to an efficient and fruitful workforce.
- You work harder, feel greater and sharp state of mind. Hence productivity will increase
1. An Adjustable Desk

- Allows you to change its position for your height
- An important feature: when several people use the same desk in an office. The desk should be at a height where your knees and thighs fit comfortably under it. (they can adjust it according to their height)
1. An Adjustable Desk

- The desk should be at your height where your knees and thighs fit comfortably under it.
- Desk should be large enough to accommodate your needs and that items are placed within arm's length reach.
2. An Adjustable Chair

- Necessary for those who has a lot of seating work. E.g. computer worker
- Should be adjustable from height as well as from back.
- Five wheels chair is recommended for ease of movement and minimal tipping risk. (more comfortable)
2. An Adjustable Chair

Separate pneumatic adjustment increases or decreases support to the lumbar region and lower spine.

Pneumatic adjustment increases or decreases support to the upper spine between the shoulder blades.

The anatomically shaped seat and backrest promotes the correct pelvic position and helps to maintain the natural S shape of the spinal column.

Fixed height or height adjustable armrests are available.

Simply squeeze the air bags which are located at either side of the backrest to adjust the pressure of the lumbar pad or the upper spine support.

Adjustable smooth progressive synchro tilt control provides the correct seat/back relationship for dynamic sitting. This single lever also operates the seat height adjustment.

To adjust the tension of the tilt control, simply turn the knob beneath the seat.

Simply lift this lever to adjust the depth of the seat.

Five star base for increased stability.

The backrest is easily adjusted for height by lifting until it locks in the desired position.
3. Proper Computer Monitor Placement

BAD POSTURE (EXAMPLES OF)
3. Proper Computer Monitor Placement

- Computer Monitor should be adjustable so that the upper edge of the screen is at your eye level.
- Should be placed in front of you and about arm length away.
3. Proper Computer Monitor Placement

- Computer screen should be placed at 90 degree angle with eyes.
- Glare Guard and Plasma Screen can help reduce eye strain.
4. Adjustable Keyboard Tray

- Computer desk that come equipped with a keyboard tray could cause a problem if you are unable to adjust height for proper positioning.
- Keyboard tray should be Spacious enough to hold it and mouse.
- Wrist support are also advised so that you can have short relaxation periods while typing and rest your wrist in the correct position.
4. Adjustable Keyboard Tray

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5. A Keyboard with Curve

- It has been proved that keyboard limits the risk of hand like wrist and shoulder problems.
- The keyboard should be positioned at a height where your elbows remain close to your sides and bent no more 90 degrees.
- Curve Keyboard also reduces arm, neck and hand pain.
5. A Keyboard with Curve
6. An Ergonomic-Friendly Mouse

- Wrist and hand pain and injuries are very common with normal mouse
- Replace common mouse with track ball or touch pads to relieve all these things.
- And Mouse should place in the keyboard tray next to keyboard
7. Add Footrest

- As you know Office ergonomics is all about proper alignment of your body for comfort.
- A footrest is essential for supporting yours legs.
- It prevents lower back strain particular for those who foot do not reach the floor when sitting.
8. Focus on Posture
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- It is very difficult to think about your posture while working but problems like skeletal muscle injuries happened just because of it.
- Concentrate on standing tall, limiting slouching or leaning.
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- If you stand on your feet all day, try to change position by shifting weight.
- When you sit your thighs should be parallel to the floor and your feet flat on the floor or on a foot rest.
- Your shoulder should be relaxed and your neck in neutral position.
- Take Short breaks during work.
9. Proper Lifts

- No matter what do you do? Every work contains some kind of lifting.
- Whether its lifting pen from floor or files from the desk
- Without proper form back injuries are inevitable.
9. Proper Lifts

- Use back belts where heaving lifting is involved.
- Always remember for lifting: you should bend on your knees and keep you back straight.
10. Accessorizes Ergonomically

- There are thousands of items which are overlooked when evaluating office ergonomics.
- For example, eye strain can be minimized by using a document holder that is positioned with your computer monitor.
10. Accessorizes Ergonomically

- Telephone headset or speaker phone also helps in retaining an ideal alignment position while multitasking.
11. Limit the Noise

- Office noise should be normal.
- Low noise can damage your hearing and High level of noise can cause stress.
- Computer hard drives, printers, copy machine, telephones, fellow co-worker and outside sounds are some typical offices noises.
- Use acoustic ceiling and install partitions between work stations, ear phones etc can be provided in order to reduce noise.
12. Check the Lights

- Bad lighting is a significant cause of vision difficulties like eye strain and headache.
- Office should be equipped with full-spectrum lights and have tinted glass or blinds on the window to reduce glare.
- Task lighting at workstations can be installed if needed.
12. Check the Lights

- Light source should be at a 45° angle from the eyes.
- The screen should be below eye level.
- The elbow should be at least 50mm above the work surface and not held ahead of the trunk.
- Angle between the trunk and thigh should exceed 100°.
- Angle between the upper arm and forearm should be at least 100°.