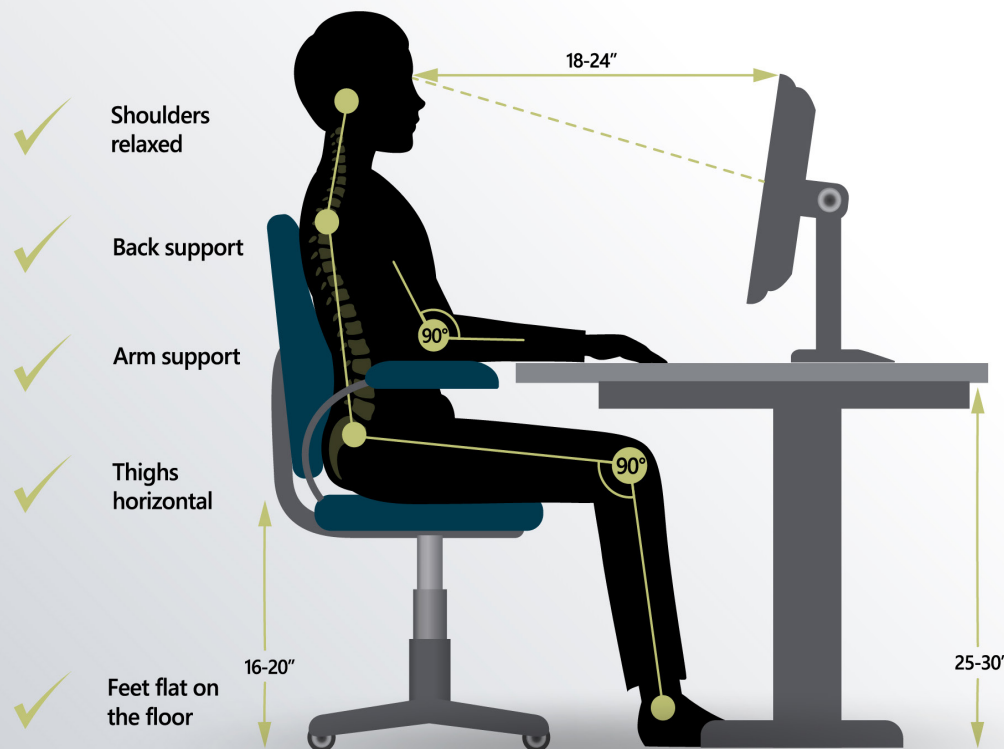


“For Safety’s Sake - Do Something”

Office Ergonomics



Poor posture and equipment placement can negatively impact your health. There is no single “correct” posture or arrangement of office components that will fit everyone. However, there are basic concepts and design goals to consider for your particular situation.

- Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
- Head is level, or bent slightly forward, facing forward, and balanced. Generally it is in-line with the torso.
- Shoulders are relaxed and upper arms hang normally at the side of the body.
- Elbows stay in close to the body and are bent between 90 and 120 degrees.
- Feet are fully supported by the floor or a footrest.
- Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- Thighs and hips are supported by a well-padded seat, generally parallel to the floor.
- Knees are about the same height as the hips with the feet slightly forward.

Remember - working in the same position or sitting still for prolonged periods is not healthy. Throughout the day, you should change your working position, make small adjustments to your chair and backrest, stretch your fingers, hands, arms and torso, and periodically stand up and walk around. Be sure to let your manager and safety person know if you have ergonomic issues that you cannot self-correct.