

## Working Zones Transcript

One of the basic principles of ergonomics is to make sure your body remains under minimal stress by keeping it aligned and balanced while at your workstation. Using working zones helps keep your body aligned.

Organize your workstation so frequently used objects are close to you to avoid excessive reaching. Try arranging the items in your workspace into zones modeled after a traffic light.

- The green zone is your primary working zone. You should be able to comfortably reach items in the green zone when fully seated back in your chair with your elbows relaxed at your sides. Items in the green zone will usually include your keyboard and mouse and any other items required to do your everyday job tasks.
- The yellow zone is your secondary working zone. These are items that you use less frequently but still need many times throughout your day. You should be able to reach items in the yellow zone with your back in contact with your backrest and your arms extended.
- The red zone is considered your non-working zone. Items in the red zone that require leaning or reaching could increase the risk of repetitive awkward movements that may lead to discomfort. Try bringing them closer into the yellow zone or stand up to retrieve them.

Proper placement of items required to do your job helps maintain good body posture and alignment. Arrange your workspace into green, yellow, and red working zones by placing your most frequently used items comfortably within reach.