

Overview Transcript

Let's do a brief overview of the key points discussed in this training. Office ergonomics is defined as "fitting the job to the worker." No matter what work you do, ergonomics plays an important role in preventing occupational injury and illness.

Body posture. A neutral body position is a comfortable working posture in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder. Scan your body throughout your workday to ensure neutral body positioning and change your working posture frequently – a good rule of thumb is to adjust your position once every 30 minutes.

Workstation setup. Small adjustments to each component of your workstation can help you maintain a neutral body position and be more comfortable throughout your workday.

- Your chair should conform to the natural curvature of your spine, provide adequate lumbar support and allow your feet to rest flat on the floor or a footrest.
- Your monitor should be directly in front of you with the top of the screen at or just below eye level.
- Your keyboard should be directly in front of you so that your shoulders are relaxed, your elbows are close to your body and your wrists are in-line with your forearms.
- Keep your mouse close to your keyboard and try alternating hands with which you operate your mouse.
- Keep your office phone within arm's reach to avoid repeated reaching and avoid cradling it between your head and shoulder.
- Finally, avoid storing things underneath your desk to ensure there is adequate space for your legs and feet.

Working zones. 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.

Getting Un-stuck. You can avoid getting stuck in one position all day by switching up your tasks to encourage more movement, adding in deskercises, which are exercises that can be done at your desk, and giving your eyes a break by blinking, stretching, and using the 20/20/20 rule.

If you would like to learn more about office ergonomics, please explore the following resources.

The Occupational Safety and Health Administration, or OSHA, has an online tool that illustrates simple, inexpensive principles that will help you create a safe and comfortable workstation. This eTool provides suggestions to minimize or eliminate identified problems and allows you to create your own "custom-fit" computer workstation.

The Idaho State Insurance Fund has loss control specialists available for on-site assessments and training of state of Idaho employees. Learn more about the resources they offer by visiting their website at www.IdahoSIF.org or by calling 208-332-2100.

Thank you for completing this online training for Office Ergonomics brought to you by Health Matters State Employee Wellness Program. Please contact Health Matters with any questions.