

OFFICE WORKSTATION SETUP

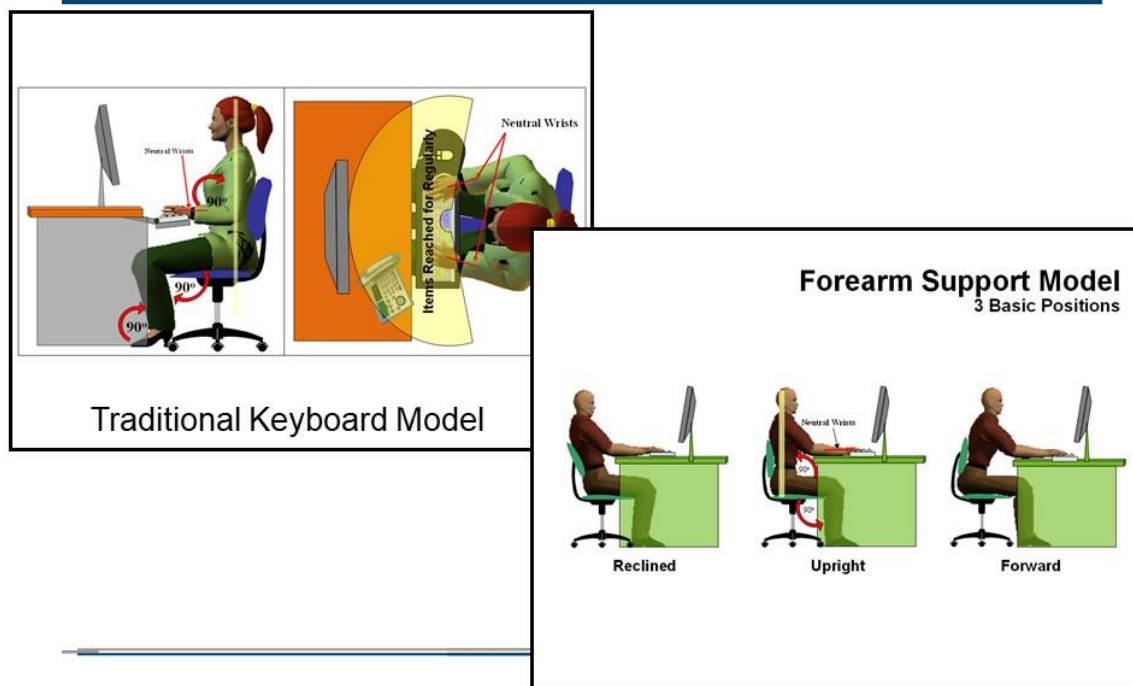
Ergonomic concerns in the office usually center around discomforts and disorders that can be related to the equipment people work with. The issues can include:

- Computer set-up;
- Office/desktop layout; and
- Repetitious or strenuous activities.

Adjusting Your Work Station

There are two configurations now available to ensure maximal employee comfort and safety. One is the full forearm support model. The other is the more traditional keyboard tray model. Both are pictured and outlined below.

There are two basic models...

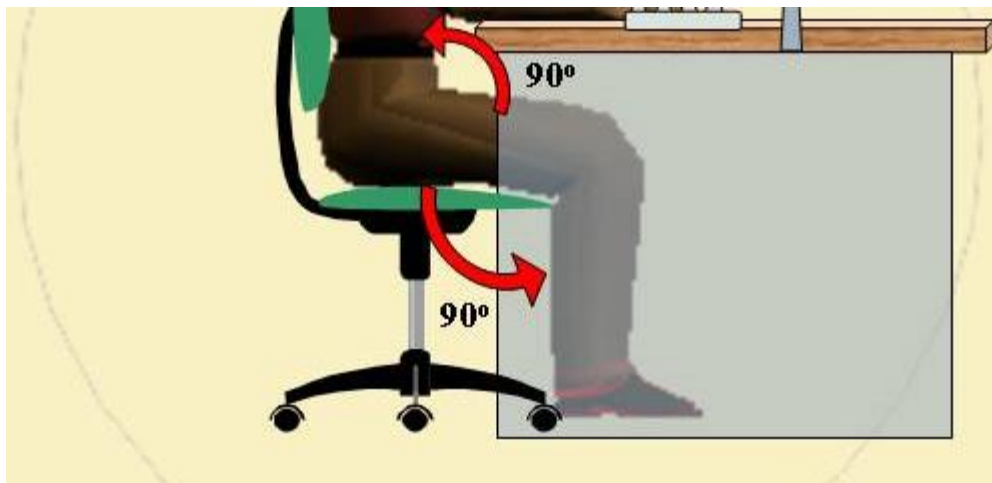


Important Note: The full forearm support set-up is presented as the “go to” configuration for office work in general, and office work in the home in specific. It is simple, effective and can be used well with virtually any desktop or table. No additional equipment is necessary. The keyboard tray configuration is presented here for those that already have a keyboard tray installed in their home workstation already and would like to use it properly.

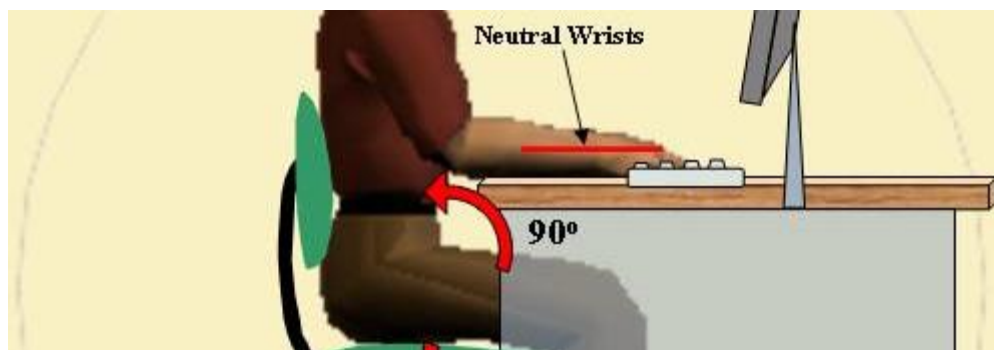
FULL FOREARM SUPPORT CONFIGURATION

The full forearm support model is an excellent model for regular office use, but is also great for most other “non-ideal” settings including home, hotels, etc. It is especially useful when using just a laptop computer. In its most simple form, an office workstation using the full forearm support set-up can be appropriately configured with three basic adjustments.

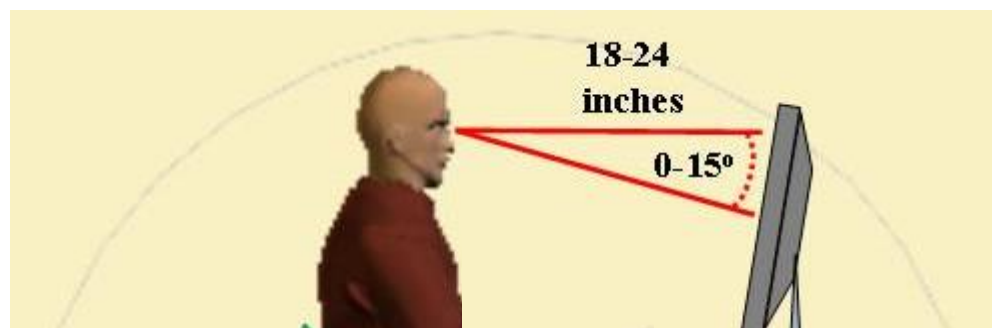
- 1) Adjust the chair height so that the knees, ankles and hips set roughly at 90 degrees and your feet flat on the floor or on a footrest. Footrests should be used only when absolutely necessary to support feet.



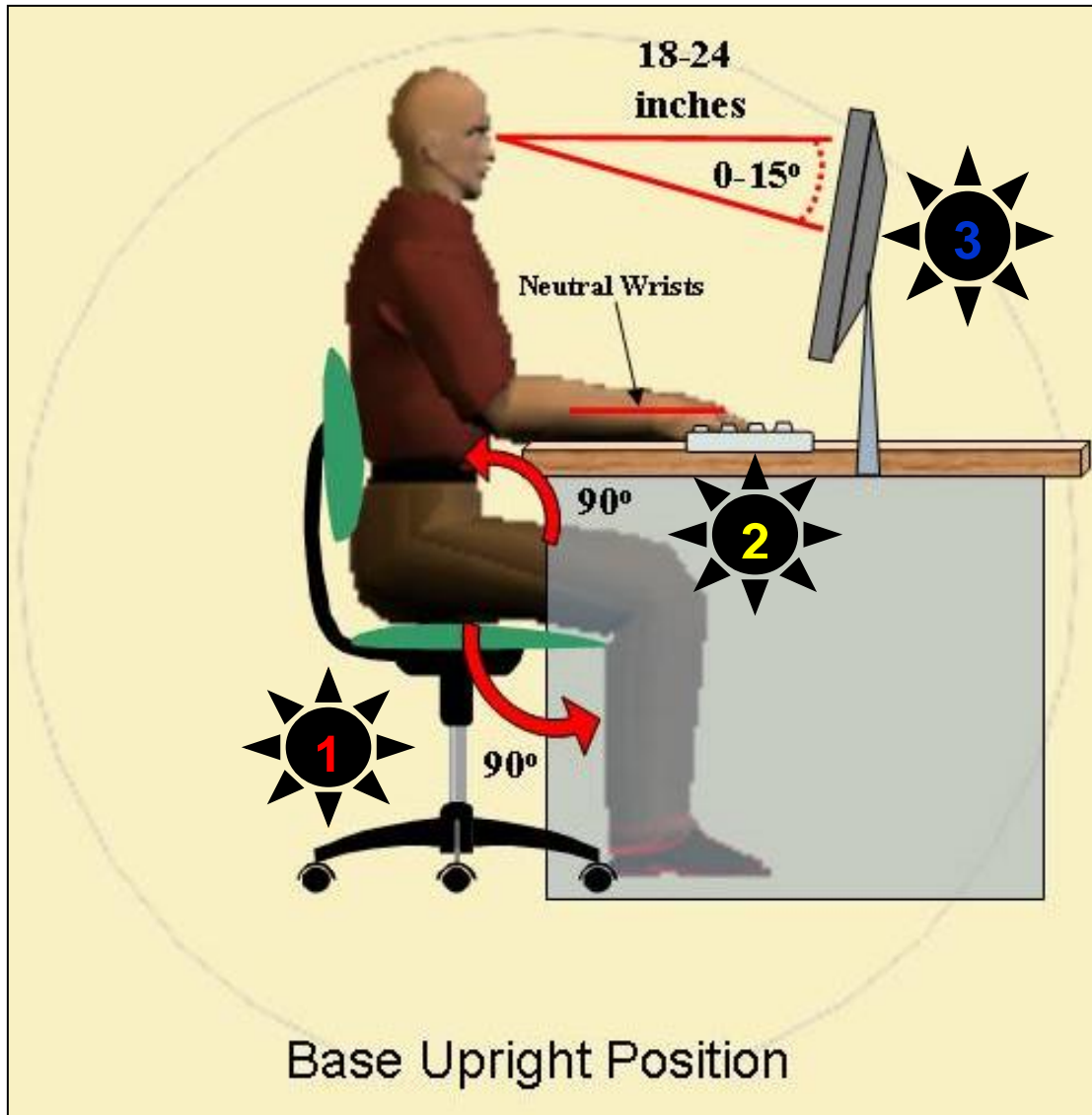
- 2) Move the employee in to the desk so that the forearms rest on the desktop with support up to the elbows and wrists straight.



- 3) Set the monitor distance and height so that you are facing straight ahead and your head is balanced directly over your shoulders. Push the monitor back as far as you wish, without having to lean forward at all to see it well.



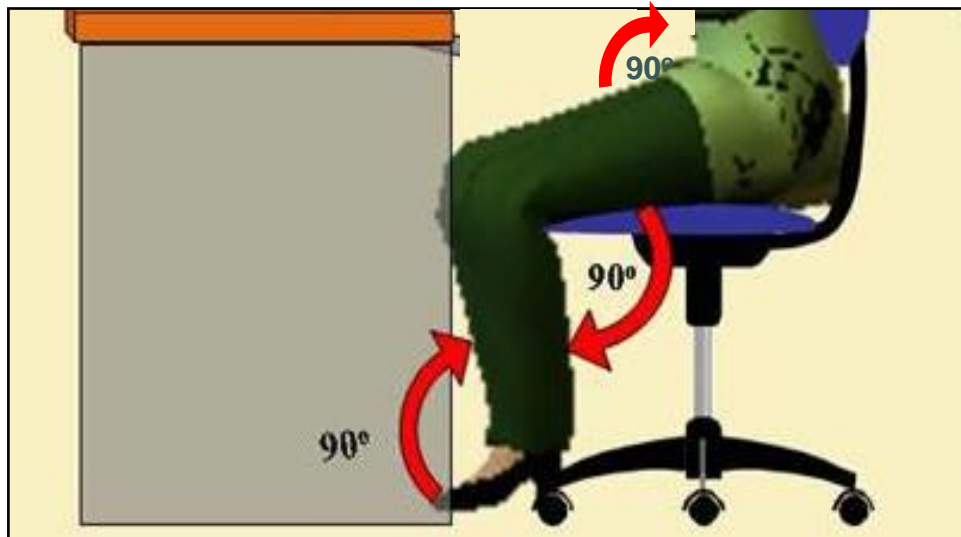
Putting it all together, the positioning of a properly fitted employee will look like this:



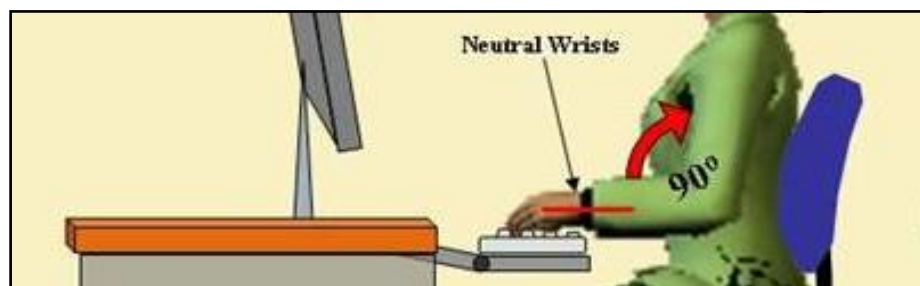
TRADITIONAL KEYBOARD TRAY CONFIGURATION

If the person has a keyboard tray already installed, it can be used well. In its most simple form, an office workstation using the traditional keyboard tray set-up for ergonomics can be appropriately configured with three basic adjustments.

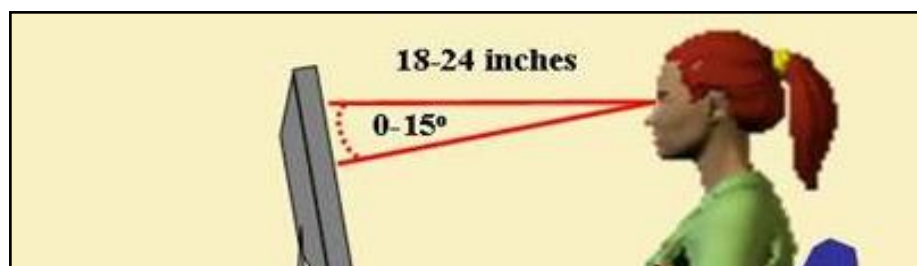
- 1) Adjust the chair height so that the knees, ankles and hips set roughly at 90 degrees and your feet flat on the floor or on a footrest. Footrests should be used only when absolutely necessary to support the feet because the chair *must* be set higher.



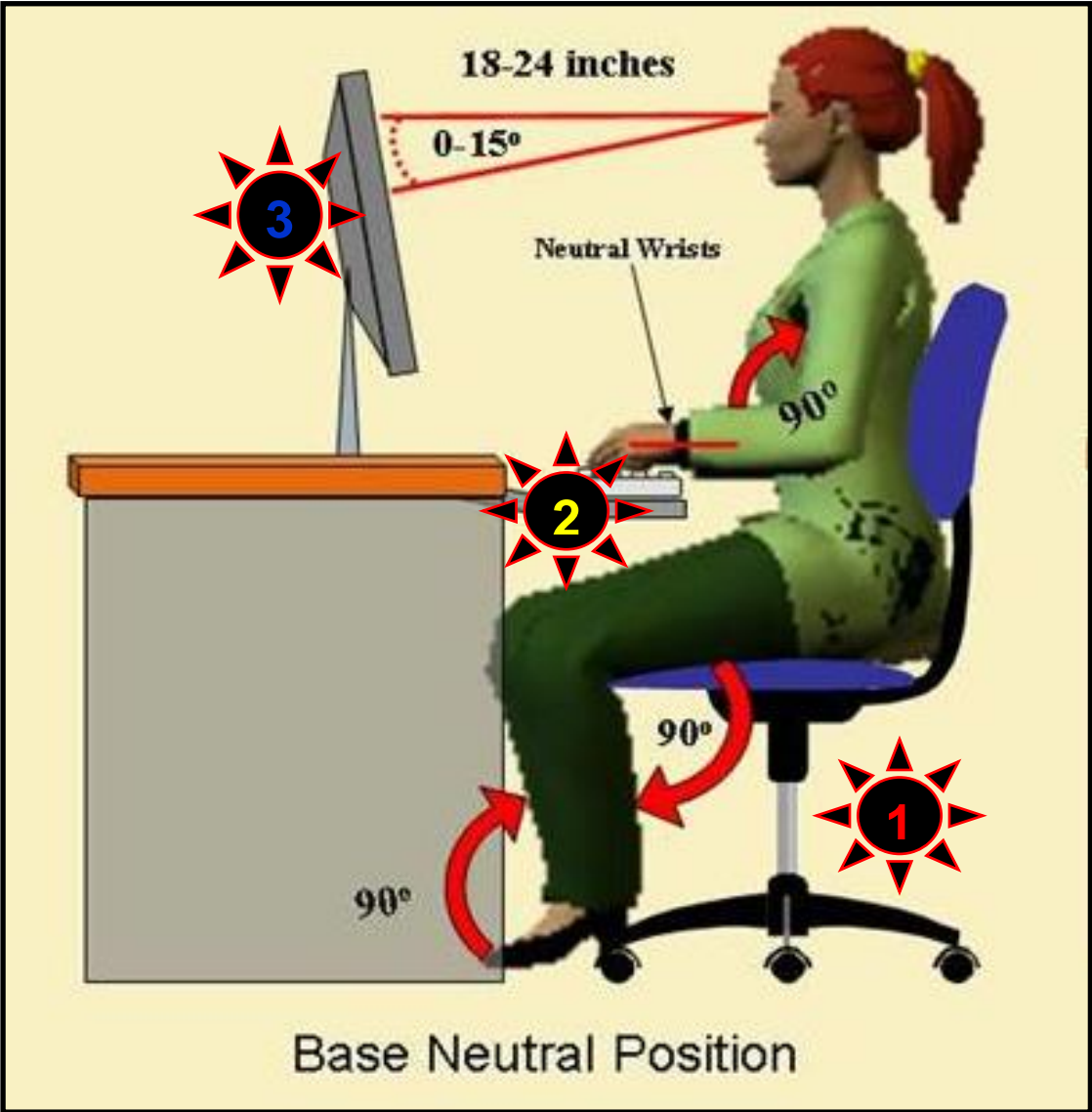
- 2) Adjust the keyboard height and angle so that arms are roughly at 90 degrees and wrists straight.



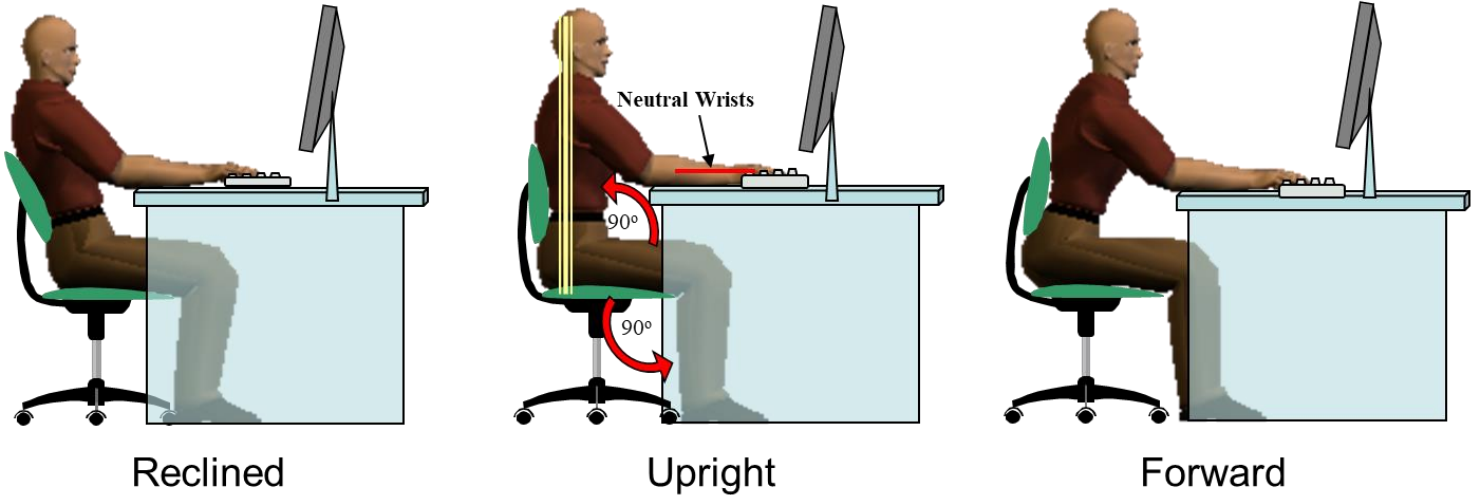
- 3) Set the monitor distance and height so that you are facing straight ahead and your head is balanced directly over your shoulders. Push the monitor back as far as you wish, without having to lean forward at all to see it well.



Putting it all together, the positioning of a properly fitted employee will look like this:



Full Forearm Support Model



Full Forearm Support Ergonomics Model-Self Assessment Checklist

Employee Name: _____ Location: _____

Date of Assessment: _____ Date Submitted to Supervisor: _____

- The chair is adjusted so that the feet are flat on the floor with the ankles, knees, and hips are all set at roughly 90 degrees each.
- The keyboard and mouse are placed directly on the desk surface approximately 13-16 inches from the front edge of desk surface. This will facilitate support for the forearms all the way back to the elbows. The employee is not resting their wrists and forearms on hard edges/corners of the desk.
- The monitor is placed at a distance that affords good sight of all sections without the employee needing to lean forward or backward to see it properly
- The top edge of the monitor is set at roughly forehead level.
- All cables are secured and out of the way properly when all equipment is placed.

When This Model Should Be Considered:

- When the Traditional Keyboard Tray ergonomics model has been implemented properly with limited or adverse effect over time. This is particularly true if/when hand and/or wrist discomfort are present.
- When an employee expresses a preference for the model.
- When logistical or project limitations may not immediately facilitate keyboard/mouse trays. E.g., "Hoteling" employees, conference rooms or other temporary office areas may be better served by proper implementation of the full forearm support model.
- When multiple pieces of computer hardware are in use-i.e., multiple keyboards for a given job area..

Follow-Up (2-4 weeks from initial assessment/intervention)	Date:
Has the discomfort subsided?	Are you experiencing any new discomfort?
Did the original intervention help reduce the discomfort at all? <i>If "No"-Refer to Mentor de Ergo for assessment.</i>	Are you waiting for any equipment?
Were new interventions taken? If yes, what were they?	
Comments:	

Traditional Ergonomics Model



Traditional Ergonomics Model-Self Assessment Checklist

Employee Name: _____ Location: _____

Date of Assessment: _____ Date Submitted to Supervisor: _____

The chair is adjusted so that the feet are flat on the floor with the ankles, knees, and hips are all set at roughly 90 degrees each.

- The keyboard/keyboard tray should be placed directly in line with the chair and monitor.
- The height of the keyboard tray is set so that the arms are relaxed at the employee's sides, with elbows at roughly 90°.
- The angle of the keyboard tray is set so that keys are flat, or even tilted slightly away from the employee so that the wrists are straight.
- The monitor is placed at a distance that affords good sight of all sections without the employee needing to lean forward or backward to see it properly
- The top edge of the monitor is set at roughly forehead level.
- All cables are secured and out of the way properly when all equipment is placed.

When This Model Should Be Considered:*

- When the full forearm support ergonomics model has been implemented properly with limited or adverse effect over time. This is particularly true if/when hand and/or wrist discomfort are present.
- When an employee expresses a preference for the model., E.g., If the employee is a touch typist.
- When the surface area on the desk is relatively small, such that the full forearm support model cannot be implemented properly. I.e., Desk space is needed for high paper flow, or the computer is set up on a side of a desk that is particularly narrow.

Follow-Up (2-4 weeks from initial assessment/intervention)	Date:
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Did the original intervention help reduce the discomfort at all? <i>If "No"-Refer to Mentor de Ergo for assessment.</i>	Are you waiting for any equipment?
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Comments:	