

# Office Workplace Ergonomics

## Adapting the Job and the Workplace to the Worker



As an employer, workplace ergonomics should be a top priority. Poor ergonomics could lead to injuries, workers' compensation claims and lost productivity. Good computer workstation posture includes:

- Adequate room for keyboard and mouse
- Elbows close to the body and supported
- Feet flat on the floor
- Head and neck balanced and in line with torso
- Lower back supported
- Placing the top of the monitor at or just below eye level
- Shoulders relaxed
- Wrists and hands in line with forearms

With a good workstation and good posture, injuries are still a possibility. Prolonged periods of the same activity such as sitting, clicking a mouse and looking at a monitor can fatigue small muscles and joints. Repeating these tasks without adequate time to rest can lead to a musculoskeletal disorder.

- Change postures – stand or sit with a slight decline or recline while keeping good posture.
- Use key strokes as often as possible – Reduces use of the mouse.
- Take micro breaks – stand and stretch for a few seconds to break up repetitive tasks.
- Alternate tasks – break up computer tasks and encourage the use of different muscle groups.

For more information on workplace ergonomics please visit [www.osha.gov](http://www.osha.gov)

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