

## PRACTICE GOOD ERGONOMICS AT YOUR DESK



Shoulders should be relaxed and comfortable, not raised or hunched forward. Position the top of your monitor screen at eye level.

Don't be a slouch! Slouching puts more pressure on the discs and vertebrae of your back.

Elbows should be at a 90-degree angle.

Support the curve in your lower back.



Keyboard should be at seated elbow height.

Typing wrists should be straight, parallel to the floor.

Feet flat on the floor or footrest.

The
keyboard and the
mouse should
close enough to
prevent excessive
reaching

Ergonomic Solutions Checklist	
DISCOMFORT	POSSIBLE SOLUTIONS
Elbows splayed out (shoulder abduction)	<ul><li>Lower work surface</li><li>Lower chair armrests</li><li>Bring chair armrests in closer</li></ul>
Feet dangling, not well supported	<ul><li>Lower chair</li><li>Lower work surface</li><li>Foot rest</li></ul>
Forward head posture (peering) or squinting	<ul> <li>Lower monitor</li> <li>Tilt monitor back</li> <li>Check for monitor image quality problems, character height or monitor distance</li> </ul>
Lumbar back area not supported	<ul> <li>Lumbar cushion</li> <li>Backrest height and tilt</li> <li>Check chair fit, especially backrest/lumbar height</li> </ul>
Neck extended backwards, head tilted back, even slightly	<ul> <li>Lower monitor and remove CPU from under monitor</li> <li>Lower monitor and remove tilt-swivel base from monitor</li> <li>Check for bifocals and suggest full-frame "computer glasses"</li> </ul>
Neck severely flexed (downward)	<ul> <li>Tilt face of monitor back</li> <li>Tilt document—do not lay flat on work surface</li> <li>Raise document or monitor to a comfortable height</li> </ul>
Prolonged hunched or elevated shoulder while holding the phone	<ul><li>Telephone headset</li><li>Speakerphone</li></ul>
Prolonged mouse use	<ul> <li>Greater work variety</li> <li>Aggressive break schedule</li> <li>Alternate hands</li> <li>Alternative pointing devices</li> <li>Arm support, including small table, mouse close to body (extended keyboard tray)</li> <li>Learn keystroke shortcuts for menus</li> </ul>
Raised or tensed shoulders	<ul> <li>Habit or tension training</li> <li>Lower worksurface or keyboard</li> <li>Lower chair armrests</li> <li>Raise chair, if foot contact with the floor can be maintained</li> </ul>
Twisted torso	<ul> <li>Rearrange work</li> <li>Provide more knee space</li> <li>U-shaped worksurface layout</li> <li>Swivel chair</li> </ul>
Twisting the head to the side	Bring viewed item closer to centerline of view
Working with one or both arms "reaching" toward a mouse or keyboard	<ul> <li>Bring keyboard closer to body</li> <li>Mouse pad, palm or forearm rest</li> <li>Bring mouse closer to keyboard</li> </ul>
Wrists bent back (extended) or forward (flexed) for prolonged periods	<ul> <li>Palm rest</li> <li>Lower, raise, or change slope of the keyboard</li> </ul>
Wrists bent to the sides when using side key	Keyboard with more accessible keys or split keyboard design

Palm rest

Padded or rounded surfaces, corners

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