

PRACTICE GOOD ERGONOMICS AT YOUR DESK



Ergonomic Solutions Checklist

DISCOMFORT	POSSIBLE SOLUTIONS
Elbows splayed out (shoulder abduction)	<ul style="list-style-type: none"> • Lower work surface • Lower chair armrests • Bring chair armrests in closer
Feet dangling, not well supported	<ul style="list-style-type: none"> • Lower chair • Lower work surface • Foot rest
Forward head posture (peering) or squinting	<ul style="list-style-type: none"> • Lower monitor • Tilt monitor back • Check for monitor image quality problems, character height or monitor distance
Lumbar back area not supported	<ul style="list-style-type: none"> • Lumbar cushion • Backrest height and tilt • Check chair fit, especially backrest/lumbar height
Neck extended backwards, head tilted back, even slightly	<ul style="list-style-type: none"> • Lower monitor and remove CPU from under monitor • Lower monitor and remove tilt-swivel base from monitor • Check for bifocals and suggest full-frame "computer glasses"
Neck severely flexed (downward)	<ul style="list-style-type: none"> • Tilt face of monitor back • Tilt document—do not lay flat on work surface • Raise document or monitor to a comfortable height
Prolonged hunched or elevated shoulder while holding the phone	<ul style="list-style-type: none"> • Telephone headset • Speakerphone
Prolonged mouse use	<ul style="list-style-type: none"> • Greater work variety • Aggressive break schedule • Alternate hands • Alternative pointing devices • Arm support, including small table, mouse close to body (extended keyboard tray) • Learn keystroke shortcuts for menus
Raised or tensed shoulders	<ul style="list-style-type: none"> • Habit or tension training • Lower worksurface or keyboard • Lower chair armrests • Raise chair, if foot contact with the floor can be maintained
Twisted torso	<ul style="list-style-type: none"> • Rearrange work • Provide more knee space • U-shaped worksurface layout • Swivel chair
Twisting the head to the side	<ul style="list-style-type: none"> • Bring viewed item closer to centerline of view
Working with one or both arms "reaching" toward a mouse or keyboard	<ul style="list-style-type: none"> • Bring keyboard closer to body • Mouse pad, palm or forearm rest • Bring mouse closer to keyboard
Wrists bent back (extended) or forward (flexed) for prolonged periods	<ul style="list-style-type: none"> • Palm rest • Lower, raise, or change slope of the keyboard
Wrists bent to the sides when using side key	<ul style="list-style-type: none"> • Keyboard with more accessible keys or split keyboard design
Wrists or palms resting for long periods on hard or sharp keyboard or work surfaces	<ul style="list-style-type: none"> • Palm rest • Padded or rounded surfaces, corners