

Workstation Ergonomics

The science of ergonomics is all about properly fitting the tools of the job to the human body. When your tools or your physical work environment do not allow you to work comfortably and without strain, injury may result.

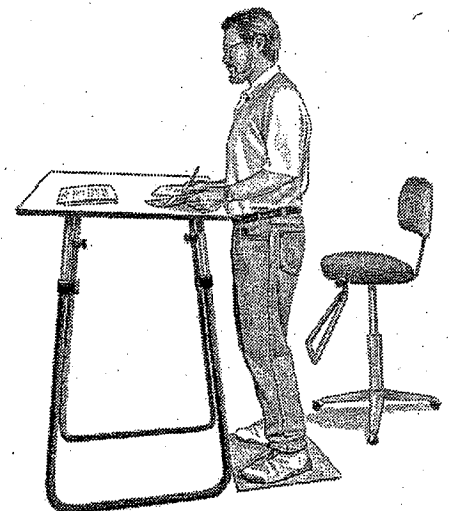
Workstations that are designed with ergonomic principles in mind:

- will reduce or eliminate the risk of injury to a worker.
- will minimize time- and energy-consuming movements or steps.
- will maximize the flow of process or materials through the workstation.

Most workstations are designed for people who fit a standard height range from 5'6" to 5'10". If you do not fall within that range, it is likely that you may experience some physical discomfort working at that station. If only one person uses a workstation, it should be customized as much as possible to fit that person; if others use the same station, some adjustments need to be made.

Here are some tips for creating flexible workstations:

- Fit the workstation with lighting that can be raised or lowered to compensate for various heights among workers.
- Work surfaces that can be tilted, raised, or lowered to accommodate workers of different sizes go a long way toward reducing back pain.
- Reposition equipment at the workstation to reduce how much you have to stretch or bend down.
- Place your tools and all work materials within easy reach.
- If you must stand at your workstation, use a floormat over hard surfaces that do not "give" in order to reduce strain on your feet, legs and back.
- If you stand at your workstation, see if you can get a tall stool to use so you can alternate standing and sitting.



In the Office

Many office workers, such as customer service representatives, telephone operators and data processors settle in at their workstations for the day, with few work-related reasons to leave their desks. Everything they need to do their jobs is literally at arm's reach.



Here are some tips about office furniture and its proper arrangement that can make your job more comfortable and more productive:

- Your chair should be fully adjustable. You should be able to raise or lower it so that your feet are flat on the floor, or resting on a foot stool. The backrest should support your lower back firmly but comfortably.
- You should have room enough on your desk to push your computer keyboard back so that your wrists and forearms can be supported.
- If you use a mouse or trackball, you should have room enough so you can use it without reaching or straining.
- Place your computer monitor at or slightly below eye level, to reduce eye-strain and neck or shoulder discomfort.