

Office Ergonomics: Remember The Basics

Place the monitor directly in front of you while at the keyboard.

Position the top of monitor screen at or below eye level and about an arm's length away

Tilt or swivel the monitor screen to eliminate reflections on the screen or add an anti-glare filter.

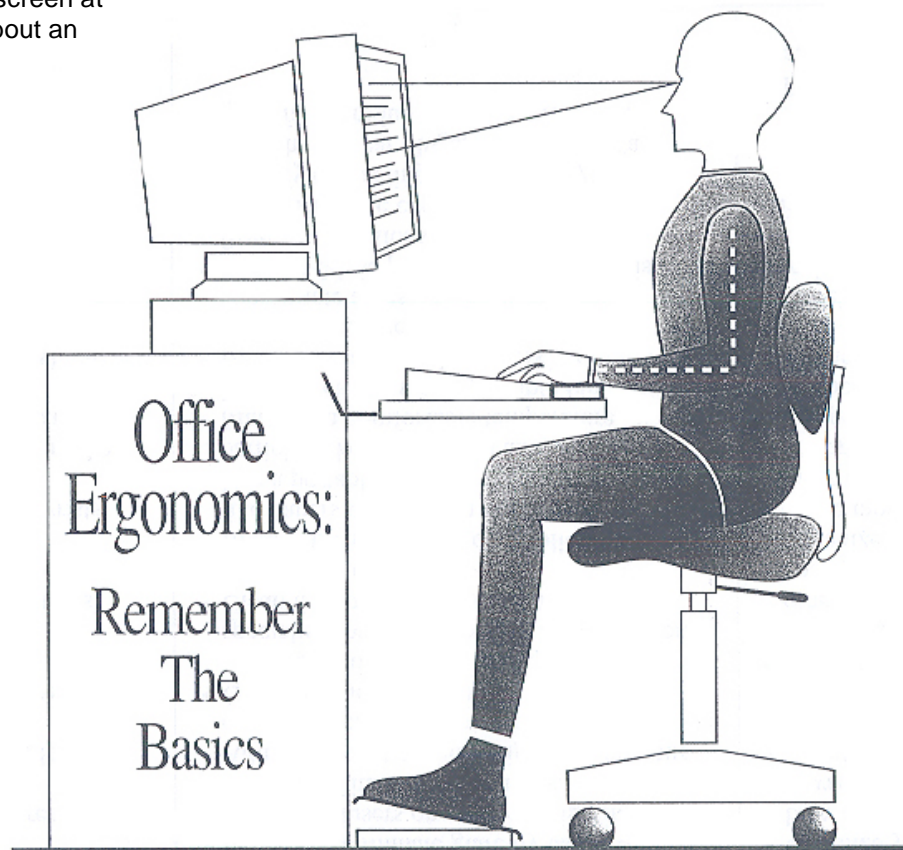
Reduce glare on work surfaces by decreasing overhead lighting and using window shades effectively.

Add a task light to illuminate documents properly.

Use a document holder to place source documents as close to the computer screen as possible and at the same height and distance.

Place mouse and other input devices next to the keyboard.

Maintain a proper posture having a 90 degree or greater angle at the hips and knees while the feet are supported by the floor or footrest.



Allow ample clearance to move knees and legs under the keyboard support.

Block noise with fabric partitions or use earplugs, music or a small fan to mask noise.

Sit with head and neck in upright position, even while on the telephone.

Keep shoulders relaxed and elbows close to the body

Select a chair that allows clearance behind knees when seated against the backrest.

Use the backrest of the chair to provide full support particularly for the lower back.

Adjust the height of the chair to achieve a proper posture.

Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line while using the keyboard.

Office Ergonomics Checklist

Physical Checklist

Posture – Activity – Exercise

- Maintain proper posture, paying careful attention to positioning of head, neck/spine, arms/wrists, hips/thighs and feet.
- Alternate between different postures on a regular basis.
- When keyboarding, use minimum force while striking the keys.
- Keep a neutral wrist position, where the forearms, wrists and hands are in a straight line.
- Avoid awkward reaching for work tools such as telephone, mouse and reference materials.
- Avoid resting elbows, forearms or wrists on hard surfaces or sharp edges.
- Take frequent mini-breaks throughout the day to give muscles and joints a chance to rest and recover.
- Alternate between work activities which use different muscle groups to avoid overuse.
- Give eyes a break by closing them momentarily, gazing at a distant object and blinking frequently.
- Proper exercises are a complement to a complete office ergonomics program. Consult with a health care professional to select appropriate exercises.

Environmental Checklist

Lighting – Air – Noise

- Maintain appropriate light levels for specific tasks. More illumination may be needed to read a document than a computer screen.
- Reduce or eliminate glare by using window shades, diffusers on overhead lighting and anti-glare filters for computers.
- Adjust the contrast and brightness on your computer screen to a comfortable level.
- Get a regular eye exam and if necessary, wear corrective lenses. Tell your eye specialist how often you use the computer.
- Clean the computer screen and other surfaces regularly.
- Reduce the number of dust collecting items like papers and files on your desk.
- Use a portable air cleaner to reduce airborne particles like dust, pollen and mold.
- Maintain a comfortable temperature by using layers of clothing or a portable fan or heater.
- Be considerate to others working in the area and conduct meetings and conversations in appropriate areas.
- Position fabric partitions to reduce noise from conversations, foot traffic and equipment, like copiers and printers.
- Identify distracting noises and try headphones, earplugs, soft music or a quiet fan to reduce or mask the noise.

Psychosocial Checklist

Work Style – Organization – Breaks

- Reduce stress by planning ahead and setting realistic expectations for what you can accomplish during the workday.
- Organize your workload to help even out busy and slow times to avoid feeling “swamped.”
- Vary tasks to make the day more interesting. For example, deliver a message in person instead of phoning.
- Avoid long periods of repetitive activity. For example, alternate computer work with other tasks like phone calls, filing, copying and meetings.
- Organize equipment, supplies and furniture in the most efficient arrangement for daily tasks.
- Enhance privacy by using office partitions and privacy filters for computer screens or documents.
- Acknowledge ideas and accomplishments of co-workers on a regular basis.
- Develop stress reduction and relaxation techniques that work for you at the office and at home.
- Personalize your office with a few favorite items, like artwork, photos and plants.
- Take mini-breaks that re-energize, invigorate and refresh.
- Follow these same ergonomic guidelines at home, in meetings and while traveling.

This ergonomic checklist is intended to provide suggestions for improving your personal comfort and productivity. Individuals must determine how best to apply the suggestions to their work environments.

For more information on 3M Office Ergonomic products, call 1-800-332-7483