

Ergonomic Office Workstation Set-up



Neutral Sitting Posture

Feet/Knees: Feet supported on the floor or footrest with knees slightly below the hips.

Back/Neck: Back supported at approximately belt level; head balanced over the neck.

Arms/Wrists: The arms should rest at the sides of the body; the elbows bent approximately 90 degrees with the wrists in a straight.

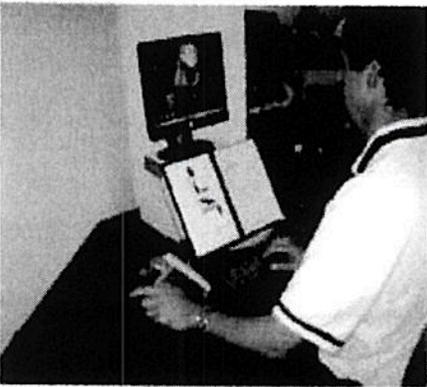


Keyboard/Mouse and Monitor Placement

Keyboard: The home row of keys should be at fingertip level with the elbow bent approximately 90 degrees.

Mouse: The mouse should be within easy reach, on the same level as the keyboard.

Monitor: The monitor height and distance should be adjusted to promote a neutral head position.



Work surface

Desk Accessories: Telephone, stapler, pens etc., should be placed within one arm's reach of the user.

Document location: Documents should be placed between the keyboard and the monitor within easy reach.

Desk space: The desk surface should be organized and free of clutter.



Rest breaks

Resting: The hands should be placed in the lap or resting on the side of the hand on the wrist rest. Standing and gentle stretches are encouraged to relieve tired muscles.

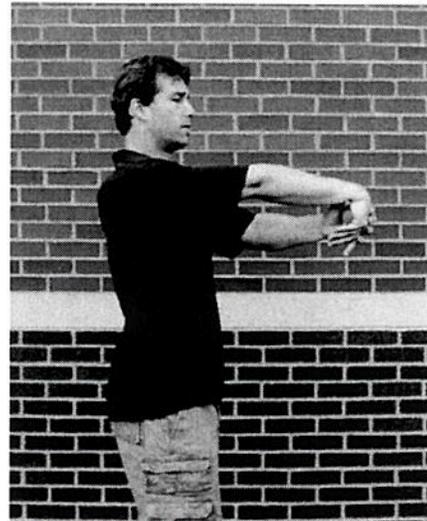
Micro breaks: Short breaks of 15-30 seconds should be taken every 15-20 minutes throughout the day.

Standard breaks: Longer breaks should be taken throughout the day as scheduled to help decrease fatigue.

COMPOSITE WRIST EXTENSOR STRETCH

Purpose: To reduce fatigue of the elbow, forearm, wrist and fingers. Workers who perform forceful or repetitive grasping may benefit by performing this stretch every 2 hours. **If you have any medical problems, then please consult a health care professional before attempting.**

1. Straighten elbow with palm down.
2. Bend wrist down and make a gentle fist.
3. If you feel pain in back of hand, then just relax fingers and do not make a fist.
4. Use other hand to gently pull down on back of hand until you feel a stretch from your fingers to your elbow.
5. Hold for 15 to 30 seconds, until you muscles start to relax. This should feel good.



If you experience pain, tingling or numbness, then perform stretch more gently or discontinue until consulting with a health care professional.

Bilateral Active Composite Wrist Flexor Stretch

Purpose: To reduce fatigue of the elbow, forearm, wrist and fingers. Workers who perform forceful or repetitive grasping may benefit by performing this stretch every 2 hours. If you have any medical problems, then please consult a health care professional before attempting.



Start with elbows straight, palms up, bend wrist down so fingers point at floor



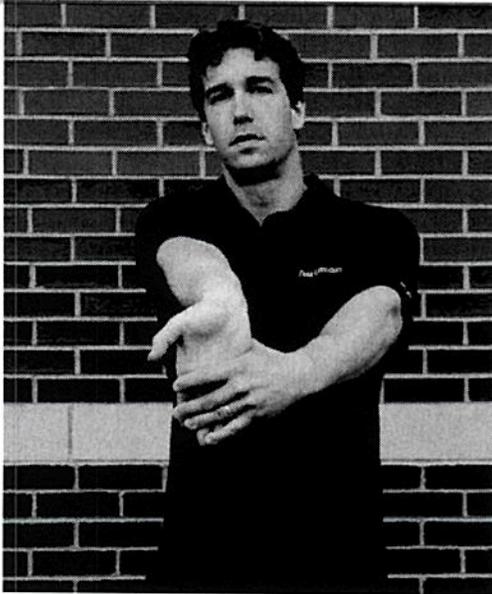
Move arms back and squeeze shoulder blades together and hold for 15 seconds

If you experience pain, tingling or numbness, then perform stretch more gently or discontinue until consulting with a health care professional.

COMPOSITE WRIST FLEXOR STRETCH

Purpose: To reduce fatigue of the elbow, forearm, wrist and fingers. Workers who perform forceful or repetitive grasping may benefit by performing this stretch every 2 hours. **If you have any medical problems, then please consult a health care professional before attempting.**

1. Start with elbow straight and palm up.
2. Bend wrist and fingers toward floor
3. Use other hand to gently pull down on **palm** and fingers until you feel a stretch from your fingers to your elbow. Make sure that you are **not** pulling backwards on the fingers alone, but are pulling on the palm and fingers together.
4. Hold for 15 to 30 seconds, until you muscles start to relax. This should feel good.



If you experience pain, tingling or numbness, then perform stretch more gently or discontinue until consulting with a health care professional.

TENDON GLIDES

Purpose: To reduce fatigue of the fingers, palm and wrist. Workers who perform forceful or repetitive grasping or pinching may benefit by performing this exercise every 2 hours.

If you have any medical problems, then please consult a health care professional before attempting.

1. Spread thumb and fingers far apart as wide as possible. Hold for 5 seconds
2. Slowly make a hook hand and then straighten fingers for 5 repetitions. One second per repetition.



3. Slowly make a fist and then straighten fingers for 5 repetitions. One second per repetition.
4. Slowly make a fist but keep tips straight. Straighten fingers and repeat 5 times. One second per repetition.



5. Block fingers and slowly bend and straighten the ring finger for 5 repetitions, followed by the long finger for 5 reps, followed by the index finger.



If you experience pain, tingling or numbness, then perform stretch more gently or discontinue until consulting with a health care professional.

UPPER TRAP STRETCH

Purpose: To reduce fatigue of the neck and shoulder. Workers who perform forceful or repetitive motions of the neck or shoulder may benefit by performing this exercise every 2 hours. **If you have any medical problems, then please consult a health care professional before attempting.**



1. Place one arm behind back
2. Gently push chin back and down



3. Look straight ahead and tilt head to side



4. **Very gently** pull on head and hold for 15 to 30 seconds, until your muscle starts to relax. If this hurts then do not pull on head and just do previous pose.

5. Do the same on the opposite side. This should feel good.

If you experience pain, tingling or numbness, then perform stretch more gently or discontinue until consulting with a health care professional.