

## Getting Ergonomically Correct

Since the introduction of the computer workstation into the workplace, writer's cramp has been replaced by painful wrists, eyes, necks, shoulders, and low backs. Some of these aches can be relieved and even eliminated with a properly adjusted work station. Even more important, many spinal problems can be avoided completely with a few minor changes. If spinal damage is already present, then a few minor changes will give you the best chance of healing.

### Arms:

When the operator's hands are on the keyboard, upper arm and forearm should form a right angle, hands should be lined up with forearm, if hands are angled up from the wrist, try using a pad in front of the keyboard; arm rest should be adjusted too.

### Backrest:

Adjustable for occasional variations; shape should match contour of lower back, providing even pressure and support.

### Posture:

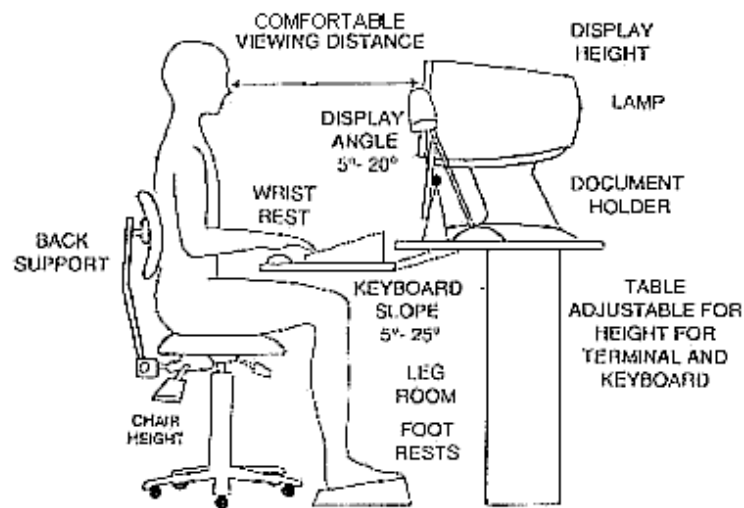
Sit all the way back into the chair for proper back support. Back, neck and shoulders should be faced comfortably ahead; knees should be slightly lower than hips; do not cross legs or shift weight to one side; give joints and muscles a chance to relax; periodically get up and walk around

### Telephone:

Cradling the telephone receiver between your head and shoulder will cause muscle strain; headset allows head and neck to remain straight while keeping hands free.

### Screen:

Eyes should be about level with the top third of the screen; screen should swivel horizontally and vertically.



### Keyboard:

Positioned to allow hands and forearms to remain straight and level.

### Document holder:

Same height and distant from the user as the computer screen, so eye can remain focused as you look from one to another.

### Seat:

Adjustable height, angle and a firm cushion; "waterfall" front helps circulation in the legs.

### Feet:

Entire sole should rest comfortable on the floor or foot rest.

### Desk:

Thin work surface to allow leg room and posture adjustment; adjustable surface height preferable; table should be large enough for books, files, and telephone while permitting different positions for the video terminal and keyboard.

### Avoiding eye strain:

Get glasses to improve focus on the screen. Measure distance before visiting the eye doctor. Try to position the screen or lamps so that the lighting is indirect; do not have light shining directly at the screen or into your eyes. Use glare reducing screen. Periodically rest your eyes by looking into the distance.