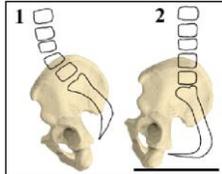


# Ergonomic Considerations for Office Settings

## *Sit/Stand postures*

When a person is sitting there is less energy expenditure as compared to standing. When a person is standing, the spine is in a natural “S” shaped curvature. In a seated posture, the pelvis rotates backwards, which has the effect of flattening the lumbar spinal region. This flattening effect places stress on the intervertebral discs of the lumbar region, and can also cause discomfort after extended periods of time. Standing, on the other hand, maintains the proper curvature of the spine, but requires greater energy and concentration to perform. Thus, workstations are now being made to adjust with both sitting and standing postures.



## *Desk*

Desk is the least flexible component in the office, thus we need to first determine the desk features.

- Desk can be adjustable to sit/stand postures.
- Desks that do not have adjustability features must be well matched with the chair to provide adjustability.
- A sit/stand arrangement can also be achieved by using a height adjustable monitor arm.

MRWT02 PAC Station



Ergo Office – 52” X 36” Collection 17 Adjustable Desk



## *Chair*

- 5-point base to ease movement and to minimize possible tipping hazard.
- Adjustable seating pan width with curved seating (waterfall design) on the edge.
- Adjustable back support shall have an angle, in-out and height adjustment. Chair shall have upper back and lumbar support.
- Armrest shall be adjustable to move up-down and in-out. Armrest should be soft and 2” wide.

Matrex Back and Seat Ergonomic Chair with Headrest



Air Grid Back Deluxe Task Chair – Office Star – 5700



Ergohuman ME7ERG Gray Mesh ergonomic chair with headrest

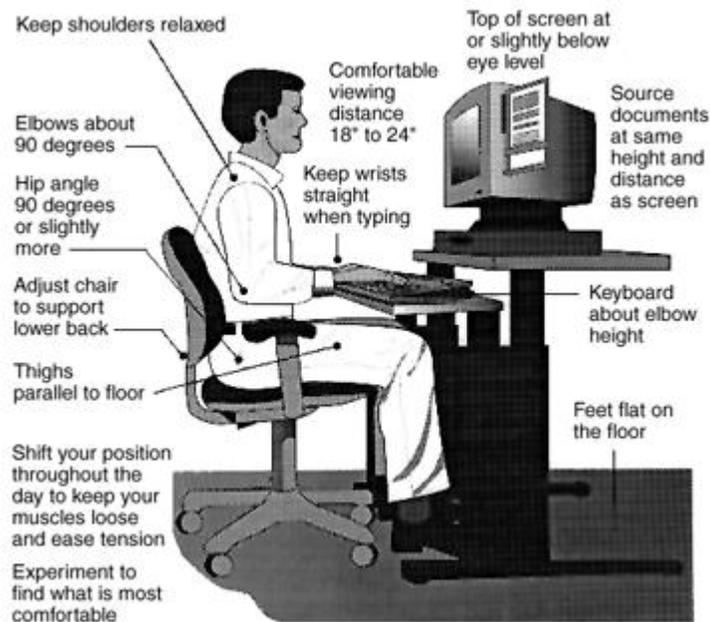


## Ergonomic Considerations for Office Settings

### Computer:

#### Screen

- The top of the screen should be approximately level with the user's eye height, and about thirty two (32) inches from the user, resulting in an angle of approximately 20-25° down from the user's eye height to the screen.
- When users are wearing vision correcting lenses, it is preferred to use a lens with a single focal length rather than bifocals to avoid traditional extension of neck.



#### Keyboard/Mouse

- Adjustable keyboard tray is particularly useful on fixed height workstations and can increase the usefulness of the chair's armrests as well, since the arms no longer are forced to accommodate the desk height and can take the full load of the arm.
- Keyboard trays, if in use, shall provide a spot for mouse otherwise the user has to lean forward to operate the mouse.
- Position tray height and tilt until wrists are in neutral posture and keyboard work surface to elbow level.
- Keyboard with adjustable mouse pad height can be used when indicated.
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#### Balance Tilt, Swivel, Switch Board



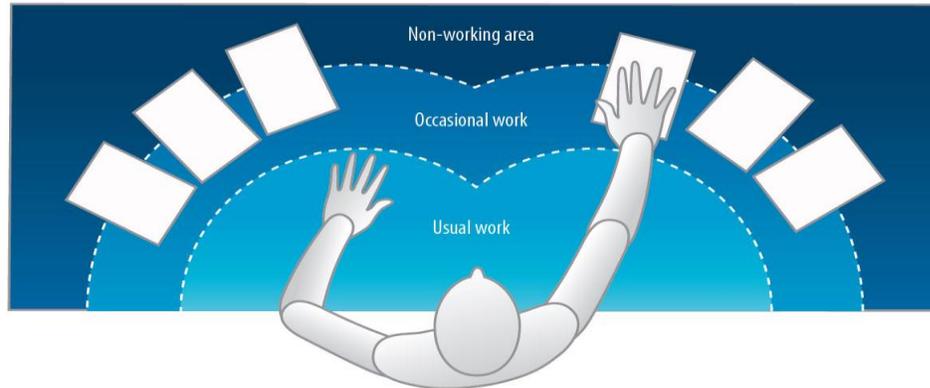
#### Balance Left to Right Board



## Ergonomic Considerations for Office Settings

### *Accessories:*

Accessories shall be arranged depending on the frequency of their use.



### **Document holder**

- Document holder shall be placed close to the computer if the work requires user to look at the document and monitor very often.



### **Phone**

- Phone to be placed according to the frequency of use. If the workstation lacks space hands free receiver can be used. This also minimizes the noise from loud phone rings.

### **Printer/scanner**

- Printers and copiers add to the ambient noise in the office. They can be isolated in a common printing room. This will also allow the user to take a break from sitting in the chair.
- Bending and twisting in the chair should be avoided when using the copier.

### **Others**

- Other things like the books, files etc around the workstation should be arranged as to avoid twisting and turning in the chair to reach shelves.
- A habit should be made to get up and reach the shelf rather than just turning in the chair.