

OFFICE ERGONOMICS

# **Factors contributing to Cumulative Trauma Disorder (CTDs**)

* Repetitive tasks
* Forceful exertions
* Compression against a hard surface
* Awkward joint positions
* Lack of recovery time

# Prevention Checklist:

## Sitting

* Feet are flat on the floor or supported by a footrest
* Low Back is supported by lumbar support in chair
* Knee angle at approximately 90 degrees while sitting in your chair - Thighs are parallel to the floor
* Hip angle at approximately 90 to 110 degrees
* 1-2 inches of clearance between the front of the seat and back of your knees
* Keep shoulders, arms, and elbows relaxed close to body
* Head centered over body

## Monitor

* Directly in front of person & approximately an arm’s length away
* Top of viewing screen at or slightly below eye level
* Adjust brightness and color settings to avoid glare or eye strain

## Keyboard/Mouse

* Keyboard and mouse are positioned directly in front of person approx 2” from edge of desk
* Keyboard and mouse are next to each other to avoid excessive shoulder movement
* Elbow angle at approximately 90-120 degrees for comfort – forearms parallel to the floor
* Wrists are neutral when typing, mousing and resting

## Accessories

* A document holder in line with the screen helps to avoid looking up and down at the monitor
* Task lighting eliminates glare, headaches and eye strain
* Keyboard and mouse rest provide a comfortable place to rest your wrists when not typing
* Position printer away from desk to encourage short breaks for walking and stretching