

OPTIONS IN

ERGONOMICS

ACTIVITY:**PROBLEM:****INDUSTRIES:****JOBS:****POSSIBLE SOLUTIONS:**

Using a computer intensively—4 hours or more per day

Hand/arm, shoulder, neck and back injuries

Businesses, finance, journalism, educational institutions

Data entry clerk, editor, secretary, reporter

Look at the workstation layout**Provide chairs that:**

- ✓ Can be adjusted to different heights, making it possible for employees of all sizes to rest their feet comfortably on the floor.
- ✓ Support the lower back (lumbar area).
- ✓ Have padded seats and roll on wheels (casters).
- ✓ Support the forearms with arm rests while allowing the elbows to remain near the waist.

Use a keyboard, mouse—the entire “computer input device” that

- ✓ Adjusts so that the elbows can be near the body and the arms nearly perpendicular to the floor.
- ✓ Allows employees to keep their wrists nearly straight—without furniture edges digging into their wrists or forearms—(usually a wrist pad is needed).

Arrange Monitor

- ✓ So that the height of the monitor can be seen clearly without looking up; the top line of typing should be at eye level.
- ✓ To enable the employee to see the screen clearly without leaning forward.
- ✓ To provide enough space under the work surface for the employee's knees and thighs.

Organize work to

- ✓ Encourage workers to take short breaks.
- ✓ Limit awkward positions by providing head sets for employees to use when answering phones and typing at the same time.