

Workstation Ergonomics

Safety and comfort at your desk

Ergonomics is a way of arranging a workplace for the unique needs of the person using it. This handout reviews good computer workstation posture and how to set up your workstation using ergonomics.

An Ergonomic Workstation

The goal is to have a neutral posture while sitting in a chair and using the computer. The image below shows how to arrange your desk for neutral posture. See page 2 for instructions for each body part.

WHAT IS GOOD POSTURE?

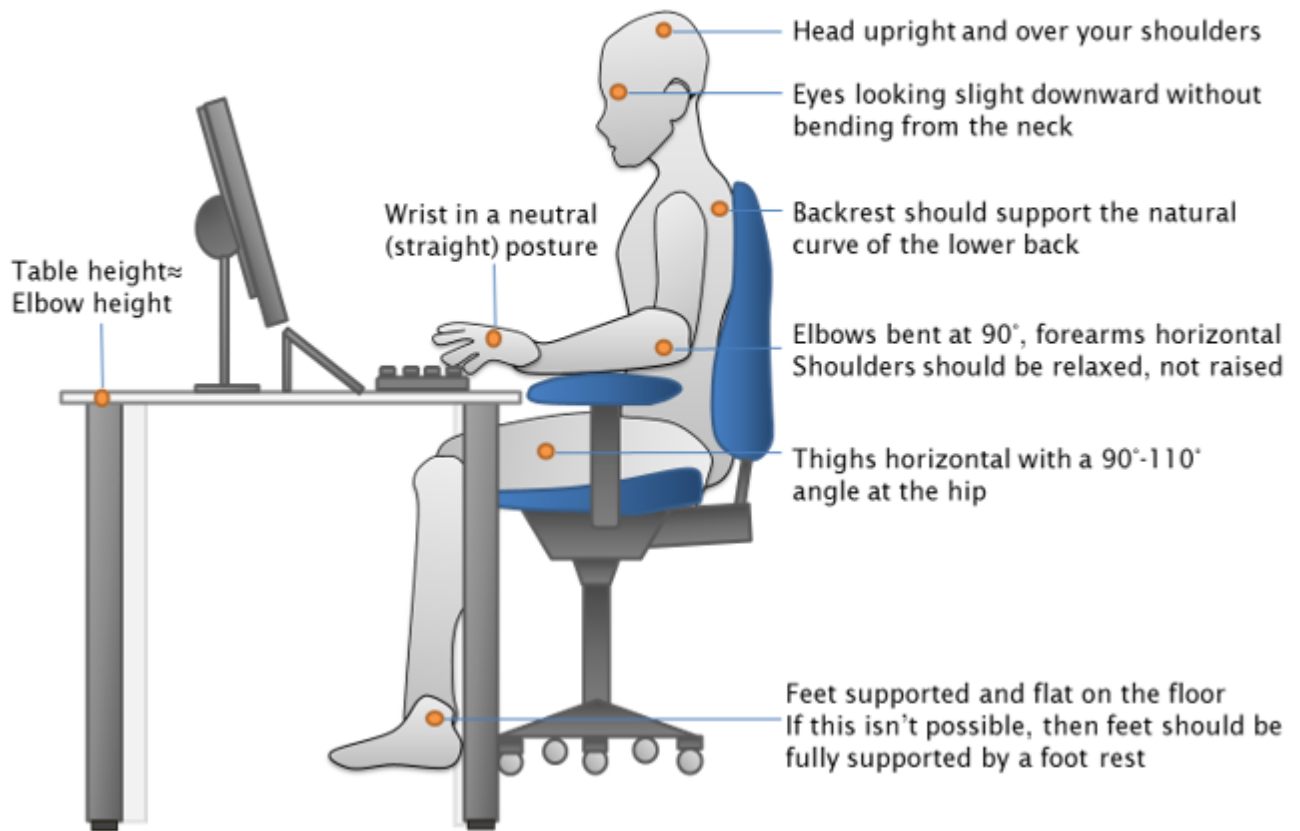


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Positioning Each Part of Your Body

Head	Position your head directly above your shoulders and hips.
Back	Keep your back straight up and down (<i>vertical</i>). Do not lean forward or back at the waist. Your upper and lower lumbar curve should be supported by the back of the chair.
Neck	Keep your neck relaxed. Keep your chin level. The top of the monitor should be about eye height so that you do not need to lift your chin to view the monitor.
Shoulders	Keep your shoulders relaxed and not lifted upward toward the neck.
Upper arms	Keep your upper arms relaxed beside your upper body.
Elbows	Keep your elbows relaxed beside your upper body and bent at a right angle (90° to 110°). Do not lift your elbows upward or outward away from your upper body.
Forearms	Do not extend your forearms. Keep your upper arms relaxed beside your upper body.
Wrists	Keep your wrists relaxed and straight or flexed slightly downward.
Knees	When sitting, keep your knees at the same height as or slightly lower than your hips.
Feet	Rest your feet comfortably on the floor. If your feet do not reach the floor, support them with a foot rest.

Ergonomics Break

It is important to take regular breaks from sitting at your workstation to stretch and move. The stretches below will help you release tension and keep your spine healthy.

Finger and Wrist Flexor Stretch

1. Straighten your elbow with your palm up.
2. Point your fingers toward the floor.
3. Use your other hand to gently pull down on your palm and fingers.
4. Hold for 10 to 15 seconds. You should feel a mild pulling sensation. If you feel discomfort, do the stretch more gently or go back to the previous step.



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2.



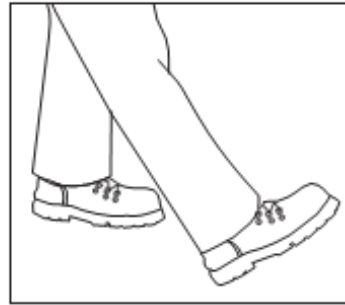
3.

Steps 1 through 3 of the Finger and Wrist Flexor Stretch.

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Hamstring Stretch

1. Place your heel on the ground in front of you with your knee straight. You may stand next to something for balance.
2. Keep your back straight, look up at the ceiling, and bend forward at your hips.
3. Hold for 10 to 15 seconds. You should feel a mild pulling sensation. If you feel discomfort, do the stretch more gently or with your foot planted on the floor.



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Steps 1 and 2 of the Hamstring Stretch.

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Finger and Wrist Extensor Stretch

1. Straighten your elbow with your palm down.
2. Bend your wrist down and make a gentle fist. If you feel discomfort in the back of your hand, then relax your fingers.
3. Gently pull down on the back of your hand.
4. Rotate your arm so that your knuckles are pointing out.
5. Hold for 10 to 15 seconds. You should feel a mild pulling sensation.
6. If you feel discomfort, then do the stretch more gently or go back to the previous step.



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Steps 1 through 4 of the Finger and Wrist Extensor Stretch..

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Low Back Flexor Stretch

1. Place your hands on your hips.
2. Gently lean back.
3. Hold for 10 to 15 seconds. You should feel a mild pulling sensation. If you feel discomfort, do the stretch more gently or go back to the previous step.



1.



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Steps 1 and 2 of the Low Back Flexor Stretch.

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Neck Shoulder Stretch

1. Place your hands in front of your forehead with palms facing out. Take a deep breath in.
2. Pull your elbows back while rotating your palms out.
3. Slowly exhale while you squeeze your shoulder blades together and draw your head back.
4. Exhale fully and hold this position for 10 to 15 seconds. Repeat 2 times. If you feel discomfort, then do the stretch more gently or go back to the previous step.



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Steps 1 through 3 of the Neck Shoulder Stretch.

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Questions?

Your questions are important. Contact your doctor or healthcare provider if you have questions or concerns.