

What is Ergonomics?

Ergonomics is the study of workplace equipment design or how to arrange and design devices, machines, or workspaces so that people and things interact safely and efficiently.

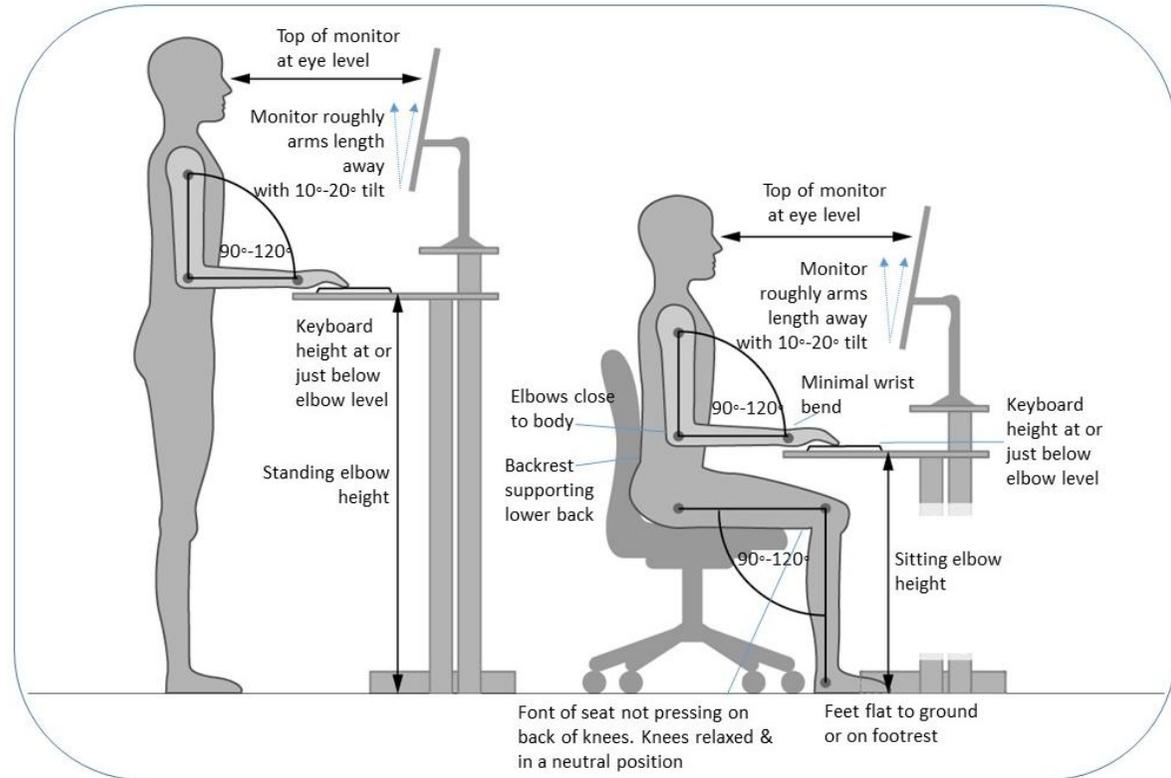
Aiming for the correct posture when sitting or standing at a desk is very important for your overall comfort and long term health. When setting up your work space the guidelines shown in this diagram are aimed at assisting you to achieve your optimum ergonomic position.

The height of the screen, keyboard and chair are important for good ergonomics and user comfort. A footrest and document holder may be required, depending on the situation. Lighting is also relevant, as glare or reflections on the screen may cause a worker to adopt awkward postures that can cause strain if maintained over a long period.

Ensure you take frequent breaks

- Take short 1-2 minute stretch breaks every 20-30 minutes.
- After each hour of work, take a break or change tasks for at least 5-10 minutes. Always try to get away from your computer during lunch breaks.
- Avoid eye fatigue by resting and refocusing your eyes periodically. Look away from the monitor and focus on something in the distance.
- Rest your eyes by covering them with your palms for 10-15 seconds.
- Use correct posture when working. Keep moving as much as possible.

Please Note: This document has been prepared as a guide based on general ergonomic guidelines sourced from a number of chiropractic and ergonomic sources. Following this guide is at your own discretion & risk. Sit Spot do not accept any responsibility for injuries or ailments incurred due to use of this guide. You are advised to seek the advice of an ergonomic specialist should you require one.



Handy Tips

- ✓ Push your hips as far back as they can go in the chair
- ✓ Chair should be vertically adjustable and be on a 5 point base, seat pan should be of adequate size and comfort for the user
- ✓ Adjust the back of the chair to a 100°-110° reclined angle
- ✓ Adjust the armrests (if fitted) so that your shoulders are relaxed. Armrests should not hinder swivelling on your chair, if your armrests are in the way remove them if they are removable
- ✓ The keyboard and mouse position should allow for your upper arms and elbows to remain close to the body with a neutral wrist position
- ✓ Use a footrest if your feet dangle
- ✓ Place your telephone within easy reach. Telephone stands or arms can help
- ✓ Use headsets and speaker phone to eliminate cradling the handset
- ✓ Use a document holder if your role requires frequent document viewing. Holder should be placed at same height and distance as monitor screen.