

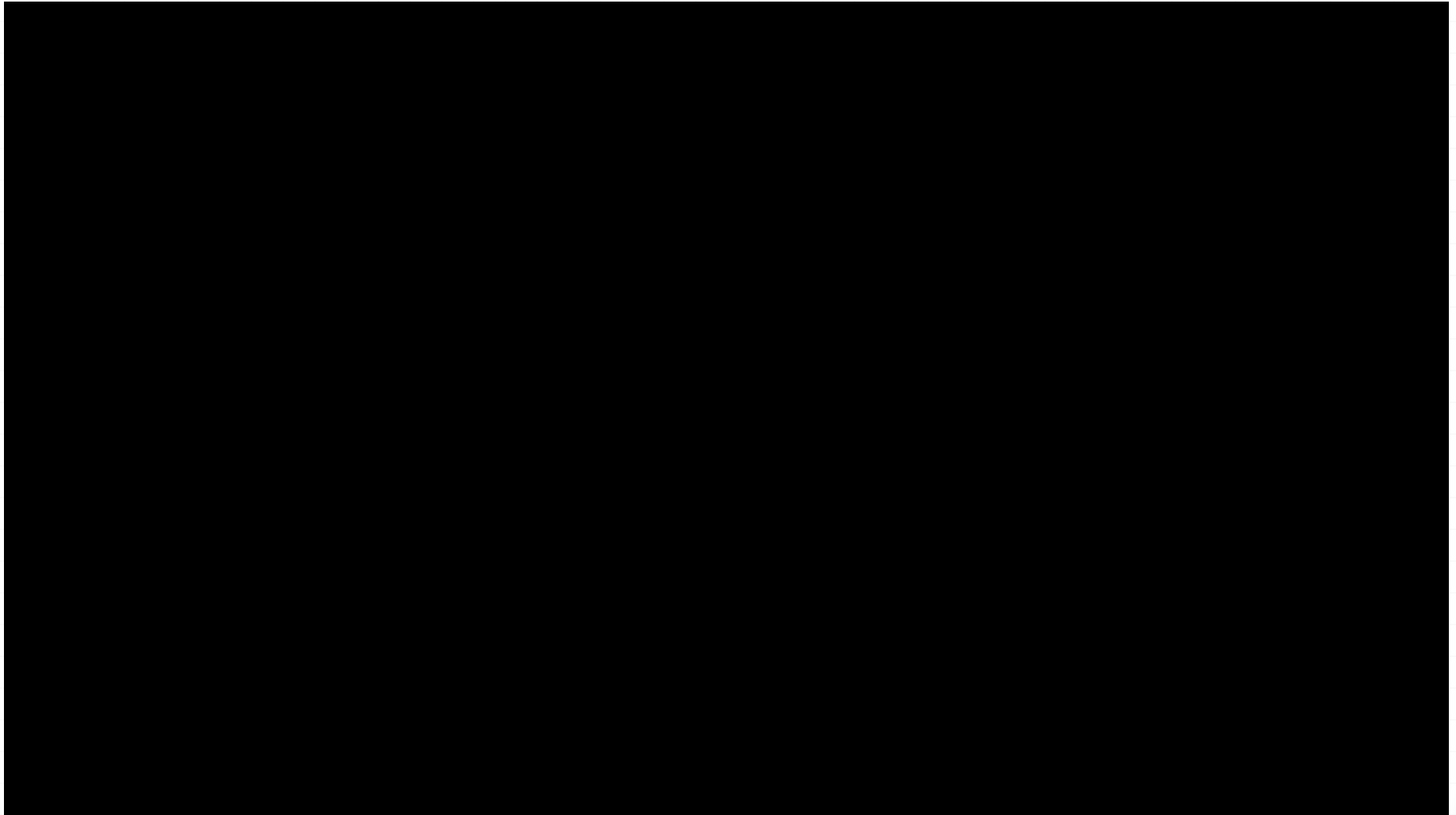
**Ergonomics**  
For Office Staff

# Common Office Injuries

- Hands, wrist or arms
- Neck and shoulder strains
- Back strains
- Eye strain
- Headaches



# Video 1: Workstation Fit



# Video 1: Review

- Monitor position
- Head/neck posture
- Shoulder position
- Elbow position
- Lower back
- Wrists & hands
- Position of feet

# Simple Solutions for Workstation Fit

o Pillow for Lumbar Support



o Platform for Footrest





# Other Considerations

- o Pinch Points

- o Calf - Front of Seat

- o Wrist – Keyboard/Mouse

- o Thigh – Seat

- o Breaks

- o Micro (30 seconds)

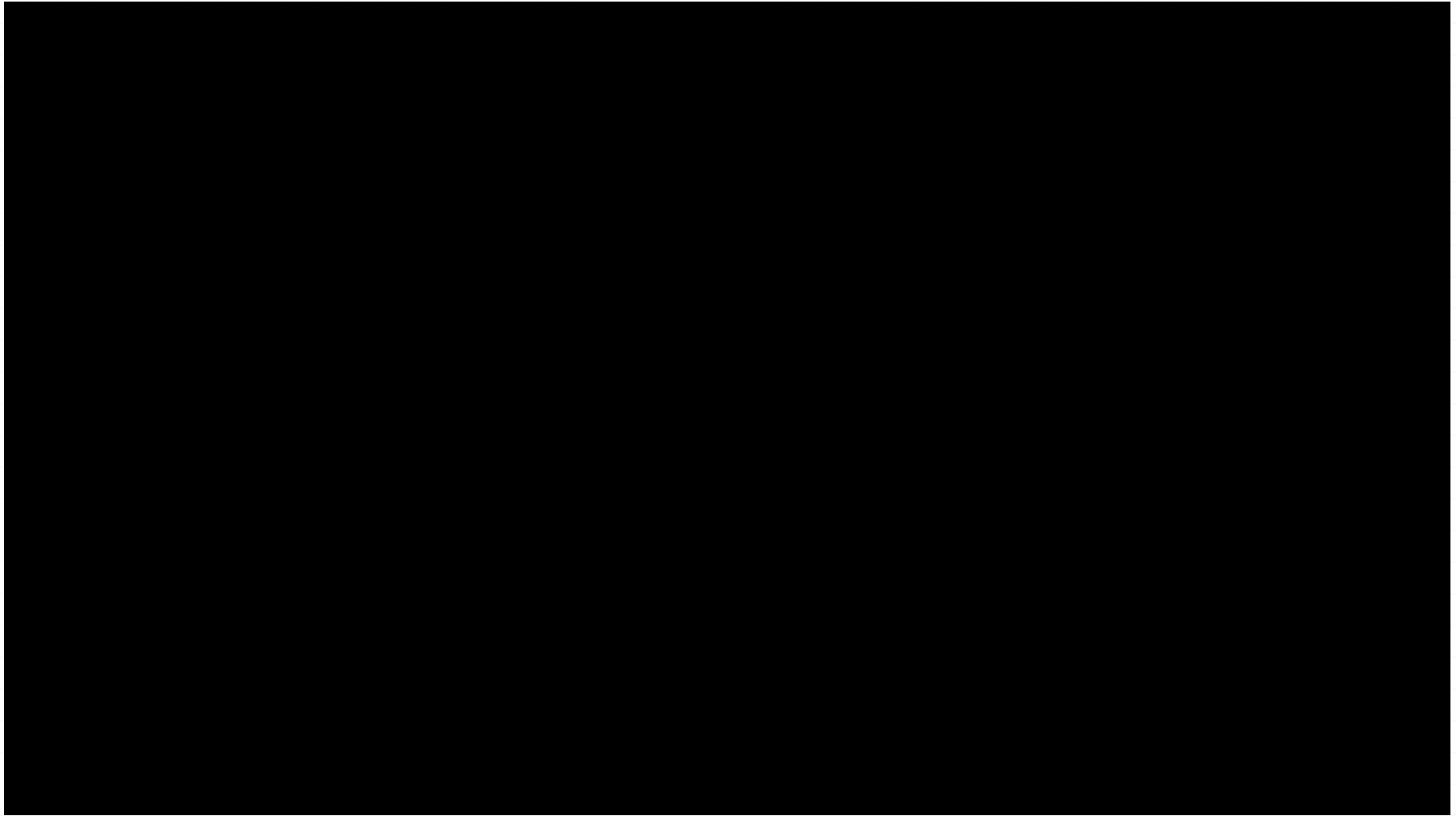
- o Take a Walk (15 minutes)

- o General Movement

- o Task Lighting



# Video 2: Cell Phone Use



# Video 2: Review

- o Frequency
- o Freedom of movement
- o Hands-free devices
- o Fingers & thumbs



# Screen Zooming

- o Keyboard shortcuts
- o Mouse and Keyboard Combo
- o Microsoft Magnifier



# Office Ergonomics Resources

## o Instructor contact

Jon Carvell, 680-4705 or [jcarvell@astate.edu](mailto:jcarvell@astate.edu)

## o OSHA

<https://www.osha.gov/SLTC/etools/computerworkstations/index.html>

## o Humanscale

[http://www.humanscale.com/form\\_function/fourpillars-video.cfm](http://www.humanscale.com/form_function/fourpillars-video.cfm)

## o UCLA Health

<https://www.youtube.com/watch?v=9AcFBbd1pUM>