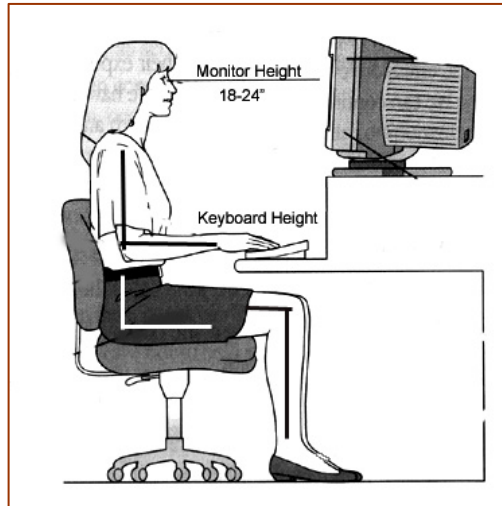


SEMI CIRCLE OF WORK

- Position items used most often closest to you
- Make sure monitor is directly in front of you
- Move infrequently used items far away to encourage you to get out of your chair!



OPTIMAL POSTURE

- Sit upright with ears, shoulders and hips in vertical alignment
- Upper arms close to sides of body
- Forearms approx parallel to floor
- Wrists in neutral position
- Thighs parallel to floor and supported evenly by chair seat
- Feet positioned firmly on the floor or a foot rest

GREAT RESOURCES

OSHA Safety & Health Topics:
<http://www.osha.gov/SLTC/ergonomics/index.html>

Center for Disease Control
<http://www.cdc.gov/od/ohs/Ergonomics/Ergohome.htm>

Cornell University Ergo Page
<http://ergo.human.cornell.edu/>

Yale University <http://www.yale.edu/ergo>

TRAINING & EVALUATIONS

Contact Suzanne Howard in the Office of Environmental Health and Safety for departmental trainings and/or individual evaluations of your workstation.

Contact your manager and EHS *before* symptoms, such as neck or wrist pain, begin to occur for a training or evaluation. It is each person's responsibility to follow good safe practices.

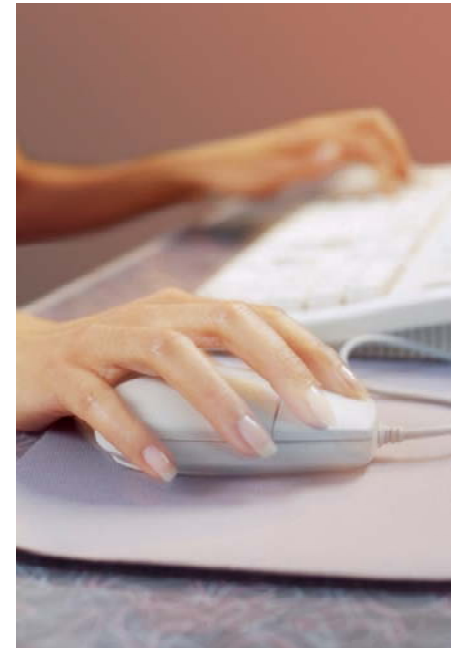
Some information provided by Terry Snyder of P.S. Associates.

June 2007

Wellesley College
For more info contact:
Environmental Health & Safety Office
X 3882

wellesley college

Using Ergonomic Design to Minimize Risk of Injury in the Office



WHAT IS ERGONOMICS

Ergonomics is the scientific study of human work and considers the capabilities and limits of the worker during interaction with tools, equipment, work methods, tasks, and the working environment. It is “fitting the task to the person and not the person to the task.”

Wellesley College recognizes the importance of proper work environments and the prevention of cumulative trauma disorders as part of its overall safety effort. Promoting faculty, staff and student well-being is an essential part of maintaining an effective environmental health and safety program. The policy on ergonomics found at: <http://www.wellesley.edu/Safety/policy.html> covers health concerns that may be caused by current work practices.

OFFICE EQUIPMENT

Depending on the particular work station, items may also include:

- Keyboard Tray
- Document Holder
- Task Lighting
- Monitor Riser
- Footrest

SOME TIPS

- Keep head up
- Shoulders should be relaxed
- Your back should be erect and well supported
- Eyes should be looking forward most of the time
- The monitor is approximately at eye height and an arm's distance away
- Reference material is easy to look at



PREVENTION

- Take a break every hour for a few minutes
- Stretch
- Stay fit
- As soon as you experience discomfort, STOP and correct what is causing it.

THE CHAIR

- The chair is a critical component of the workstation, especially for those sitting for long periods of time, as it provides support for body posture. All task chairs should have the following:
 - Five spoke base
 - Smooth rolling casters
 - Back and seat are adjustable and separate
 - Lumbar support
 - Height adjustable
 - Swivel
 - Can be with or without arms – depends on personal preference and height of work desk/table.

THE MOUSE

- Take your hand off the mouse when not using it
- Use key strokes rather than mouse clicks
- If you still have problems try the following:
 - Change mouse placement
 - Use other hand
 - Try different kind of mouse
 - Voice recognition software
 - Dictation service

