OVERVIEW OF FACT SHEET

Ergonomics is the science of fitting the job to the worker. When there is a mismatch between the physical requirements of the job and the physical capability of the worker, musculoskeletal disorders (MSDs) can result. Musculoskeletal disorders (MSDs) are a category of injuries that affect the body’s muscles, bones, ligaments, tendons and nerves.

Where feasible, the following MSD risk factors should be avoided: repetition and inadequate work/rest scheduling, forceful exertions, awkward and extreme positions of the body and sustained or static positioning of the body. Be sure to report to your supervisor any existing discomforts that last more than a week.

You are in the best position to evaluate the tasks you do each day such as computer data entry. The tips to the right can help provide you with the information and basic tools necessary to assess and correct your own job.

If you have any questions, please contact the Environmental Health and Safety Office at 704-687-1111. We are available to assist with recommendations engineering improvements to your computer workstation.

Additionally, Materials Management – Receiving and Stores has office chair for loan program.

Desk/Workstation:

- The area underneath the desk is clear and uncluttered
- Phone is placed on the side of person’s non-dominant hand
- Desk lamp is positioned so that it illuminates without causing glare on computer screen
- Windows/daylight do not cause glare on desk/monitor area
- Adjustable keyboard tray has adjustment range between 22 and 28" from the floor. EH&S recommends a 3M AKT 100 LE keyboard tray due to its functionality and positioning ease.

Chair:

- Person does not sit in one static position for an extended period of time
- The height of the backrest is positioned to meet the natural inward curve of the lower back, in other words, the point of the backrest that juts out corresponds with your belt line.
- Thighs are parallel to the floor and knees are roughly at the same level as the hips
- Back of the knees does not come into direct contact with the edge of the seat pan. There is 2-4 inches of space between the edge of the seat and the back of the knee.
- Arm rests are adjusted so that the user can rest his/her arms at their sides and relax/drop shoulders while keyboarding
- There is 2-3 inches of space between the top of thighs and the underside of workstation

Keyboard:

- Arms are resting comfortably at sides when typing. The chair arm rests are not holding the arms/shoulders up
- Keyboard is adjustable so that shoulders can relax and allow arms to rest at sides.
- Mouse is placed adjacent to the keyboard and at the same height as the keyboard
- The hand is kept in the neutral position when using the mouse
- Hands are kept in a straight and neutral position while using the keyboard
- Hands/wrists are not resting on a sharp edge while using the keyboard

Monitor:

- Viewing surface is clean and brightness/contrast set to optimum comfort level
- Monitor is positioned directly in front of person to avoid excessive neck twisting
- When two monitors are used, the right side of the left monitor and the left side of the right monitor are located directly back from the center of the keyboard.
- The monitor height is set so that the user looks directly ahead at the top row of text on the monitor with their eyes looking straight ahead on a level plane.