Office Ergonomics

Grand Valley State University
Occupational Safety and Health Program
Why Office Ergonomics?

- The average worker will spend 80,000 hours in their office environment.
- Ease of physical and mental discomforts.
- Increased ease and effectiveness
Office Ergonomics Agenda

1. Positioning of the Chair
2. Keyboard and Input Device Arrangement
3. Work Surface and General Housekeeping
4. Environmental Concerns
5. Work Conditioning
Office Ergonomics – Chair

Proper adjustment - seat height

Feet Flat

Proper positioning - seat pan

Proper Height

Footrest (if needed)
Office Ergonomics – Chair

Improper Lumbar Support & Back Rest Support Adjustment

Proper Lumbar Support & Back Rest Support Adjustment
Office Ergonomics - Chair

Arm rest height – elbows close to side, (70-90 degrees to body)

Position close to work surface
Office Ergonomics – Input Devices

Sit Directly in front
Locate at or just above waist level
Moveable/adjustable
Height should allow wrist to be in neutral position
Locate mouse adjacent to keyboard on comfortable side

Height should allow wrist to be in neutral position
Office Ergonomics – Work Surface

Legs fit comfortably beneath the desk
Office Ergonomics – Work Surface

Avoid clutter (copyholders, etc)  Use document holders when possible
Office Ergonomics - Environment

Correct amount of color and contrast of light
Reduce (optimally eliminate) glare
Task lighting (e.g. desk lamp, monitor light)
Blink often to keep eyes moist
Adjust gaze every 15 minutes by focusing on object at least 20 ft away
Relax eyes before they become fatigued
Office Ergonomics – Work Conditioning

- Sit straight
- Keep shoulders down with chest wide
- Knees level or slightly lower than hips, shoulder width apart.
- Lower back and total back support
- Keep neck in neutral position not bent down
- Frequently stand and stretch before fatigue occurs
Ideal Office Configuration

- Head up
- Eyes looking forward most of the time
- Monitor approximately at eye height and an arms distance away
- Shoulders relaxed
- Hands in line with the forearms
- Reference material is easy to look at
- Back erect and supported
- Only moderate pressure at the front of the seat cushion
- Feet firmly on a footrest