



OFFICE ERGONOMICS

Working at the computer

While working at the computer, your posture can often be the cause of backaches, neck pain, elbow discomfort, etc., particularly if you spend a large part of your time doing so. How can the risk of developing pain and discomfort be reduced?

1. Adjust your chair to ensure that the design reference posture is used

- Feet placed flat on the floor
- Thighs horizontal with the floor
- Clearance behind the back of the knees
- Ankles, knees and hips at approximately 90 degrees
- Back in a vertical position or slightly inclined to the rear
- Back firmly placed on the back of the seat and resting against the lumbar support
- Shoulders relaxed
- Hands out straight, aligned with the forearms
- Arms close to the body
- Head held straight or slightly lowered
- Trunk and neck facing straight ahead (not twisted)

2. Adjust the other parts of the workstation, making sure the design reference posture is maintained

A WORK SURFACE HEIGHT*

- Should not interfere with the arm rests
- Must allow you to rest the forearms (if working directly on work surface)
- Must allow sufficient space for your legs

B KEYBOARD AND MOUSE HEIGHT*

- Must allow the arms to remain close to the body with the hands out straight, aligned with the forearms

C MOUSE PLACEMENT

- Must allow the arms to remain close to the body (if not supported), and to be as symmetrical as possible

D SCREEN HEIGHT AND PLACEMENT

- Must permit reading without difficulty
- Must allow head to remain straight and looking forward: the line of sight should never be above the horizontal, eyes are aligned with the top of the screen (the screen can be lower for those who wear bi-focal glasses)

**If the work surface or the keyboard support is too high to allow the design reference posture to be used, compromise by slightly raising the chair height and adding a footrest. In any case, look into solutions for lowering the work surface, keyboard, or mouse height prior to considering this alternative.*

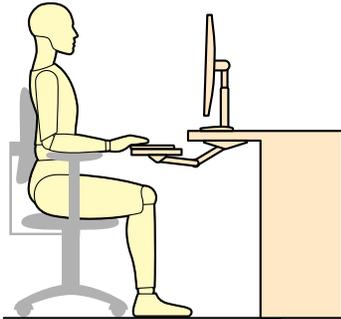


ORGANIZING THE WORKSTATION

In all of the following situations, the arms lean on the armrests or on the work surface

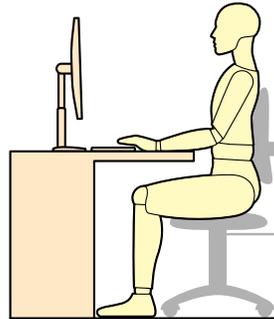
A Adjustable height keyboard

This adjustment enables all aspects of the design reference posture to be followed.

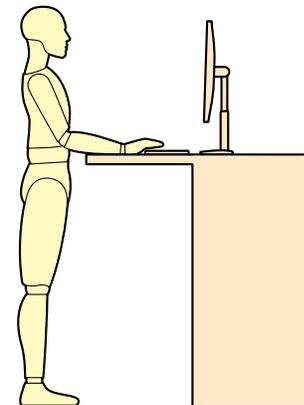


B Keyboard on the work surface

Remove or lower the chair's armrests so they do not interfere with the work surface. The forearms are therefore placed further in front of you.

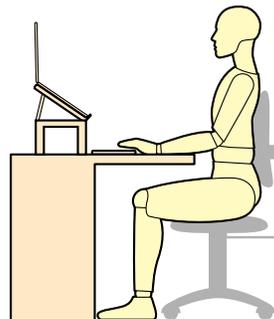


C Standing



D Laptop

Use a separate, stand-alone keyboard and mouse, using only the laptop's screen.



OTHER RECOMMENDATIONS TO REDUCE RISK

- Take frequent breaks and mini-breaks
- Vary your tasks and your postures
- Divide heavy loads into a number of lighter ones (ex.: use three small binders rather than one big one); store them within reach and slide them instead of lifting
- Remember to move!