



DynamicHealth



Ergonomics Advice Sheet

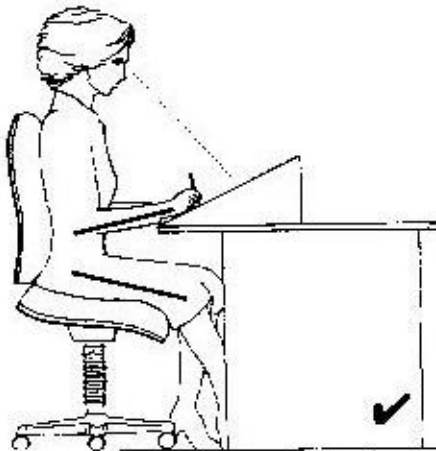


Cambridgeshire Community Services NHS Trust: delivering excellence in musculo-skeletal services and pelvic health physiotherapy across Cambridgeshire and Peterborough

What is Ergonomics?

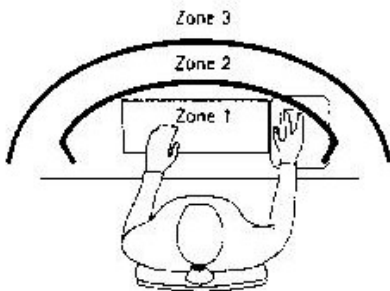
Ergonomics is a science concerned with the 'fit' between people and their work. It puts people first, taking account of their capabilities and limitations. Ergonomics aims to make sure that tasks, equipment, information and the environment suit each worker.

Correct sitting posture at work is essential in helping to avoid neck and back pain. Your chair should be comfortable and the controls easy to reach. Adjust the seat and back frequently to suit the task and maintain full back support. The pelvis should be tilted forwards enabling the spine to hold its natural 's' shape. The workstation should suit the user with the height and position of the equipment being corrected for their stature.



The User

- Sit well back in the chair to maintain support of spine and pelvis. Do not perch on the front of the seat.
- Tilt seat forwards to rotate the top of pelvis so spine is in its natural 's' shape.
- Adjust the chair height so hip is slightly higher than the knee.
- Sit in a balanced upright position with head over the shoulders and in line with the buttocks. Don't slouch.
- Move chair close to the desk to avoid stretching/leaning upper body forwards.
- Move, if possible. Muscle activity increases blood flow to reduce fatigue and stops strain due to static loading.

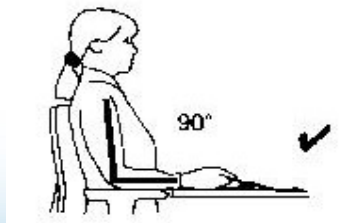


Zone 1 - Easy Reach Zone - normal working area

Zone 2 - Convenient Reach Zone

Zone 3 - Overreach Zone

Try to keep things you use frequently within Zone 1



The Chair

- Should be fully adjustable.
- Back and seat depth must fit size/ stature of user.
- Seat forward tilt (5 - 15 degrees)
- Height adjusting arms available in width.
- Back well-defined lumbar/pelvic support.



Adjustable lumbar support for correct fit.

- Seat slide desirable for multi-users.
- Neck-rest / headrest optional.

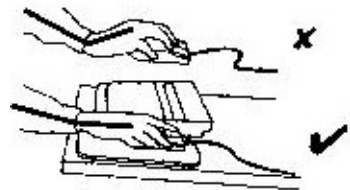
Ideal posture for working with a computer

- **Posture** - Lengthen spine in to its natural balanced posture, keeping head held over the shoulders and in line with the buttocks.
- **Chair** - Tilt seat forwards according to comfort. Adjust seat height so hip is slightly higher than knee.
- **Desk height** - Middle row of keyboard should be level with the elbow and forearm. Arms should be parallel to the floor. If the desk is too low, raise it with desk feet, if too high use a footstool and raise seat height. Place mouse in easy reach zone by keyboard.

- **Screen** - Should be at arms length and at eye level in front of the user (visual angle 0 - 21 degrees). Use copyholders so input data is within field of view.
- **Telephone** - If used for more than 40% of the working day consider a headset to free hands for more efficient working.
- **Space** - Create sufficient room to work especially if multi-tasking. Place equipment on stands/arms if necessary.
- **Movement** - Regularly rock and change position during the day.

Using a Mouse

- Check the mouse fits comfortably in the hand keep it close to one side of the keyboard use a mouse mat. Position to avoid cable drag and leave space for adequate movement.
- Avoid quick repetitive movements.
- Watch wrist angle (try to keep hand in line with arm).
- Use function commands on keyboard, a wheel on the mouse or programmable buttons when possible.
- Break mousing activities with other activities.



Ideal posture while writing

- **Posture** - Lengthen spine in to its natural balanced posture, keeping head held over the shoulders and in line with the buttocks
- **Chair** - Tilt seat forwards according to comfort. Adjust seat height so hip is slightly higher than knee.
- **Desk height** - Elbow should be just below the desktop and if too high use a footstool and raise seat height.
- **Writing slope** - Raise work using a slope. This reduces the viewing distance; lessons eyestrain and prevents body leaning forwards. Hold head upright to maintain a balanced upright posture. If taking notes from a book keep it within the field of view using a book attachment above the slope.
- **Telephone** - If used for more than 40% of the working day consider a headset to free hands for more efficient working.
- **Space** - Create sufficient room to work especially if multi-tasking. Place equipment on stands/arms if necessary.
- **Movement** - Regularly rock and change position during the day.



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