

COMPUTER WORKSTATION ERGONOMIC SELF-EVALUATION

Use this guidance to perform a preliminary self-evaluation of your workstation, and make any adjustments that are necessary to achieve a correct neutral posture.

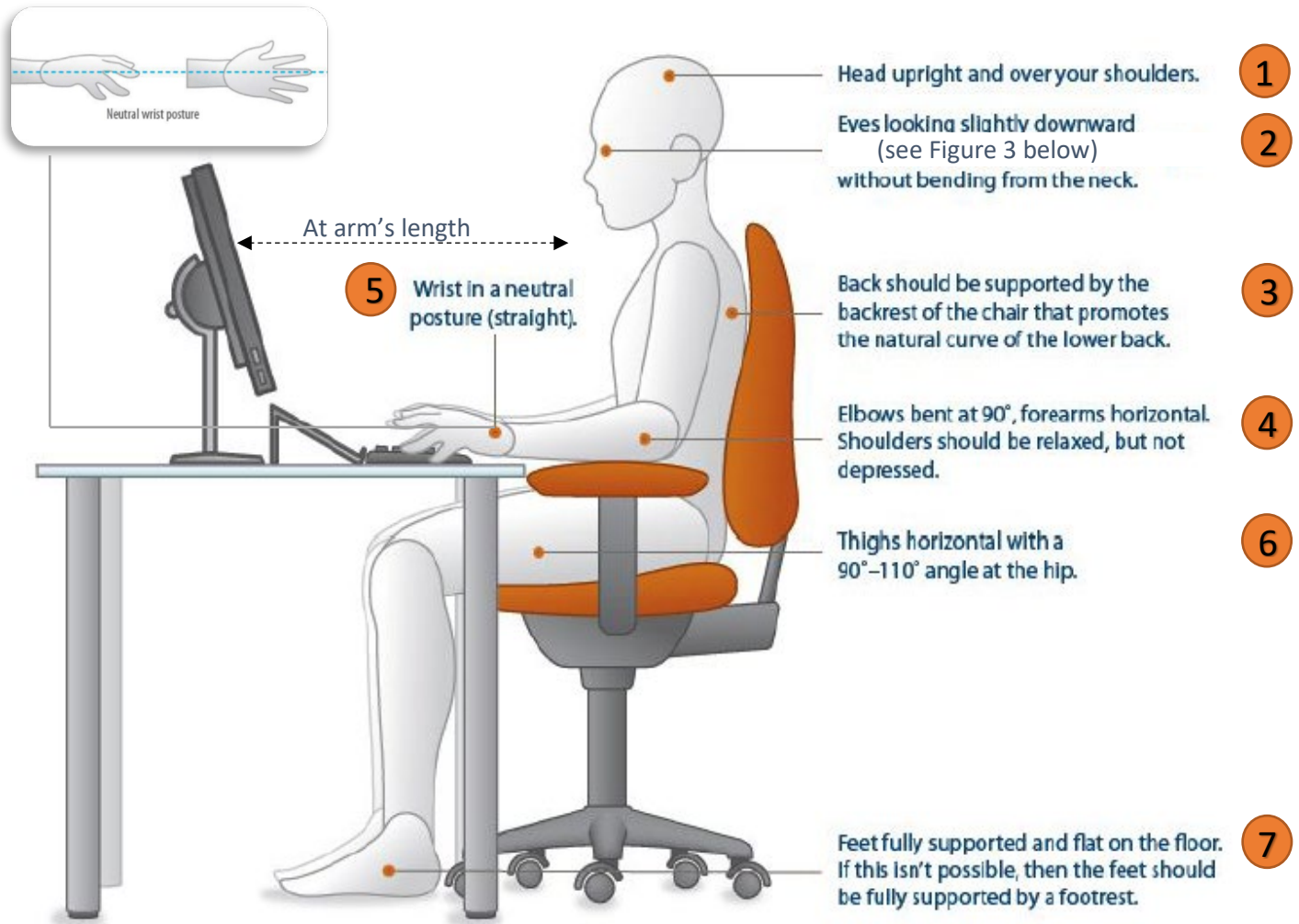


Figure 1 above: Neutral body position

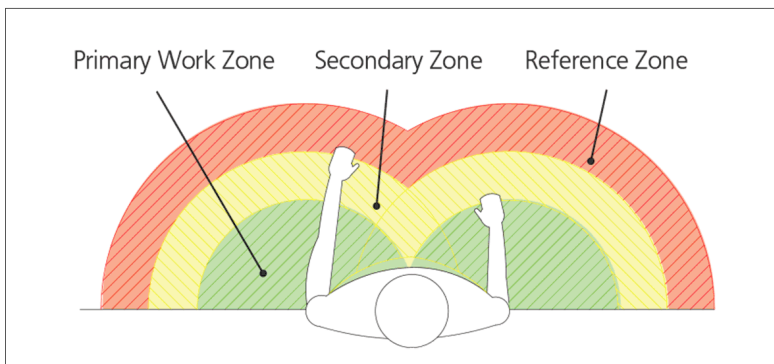


Figure 2 above: Workzone Locations

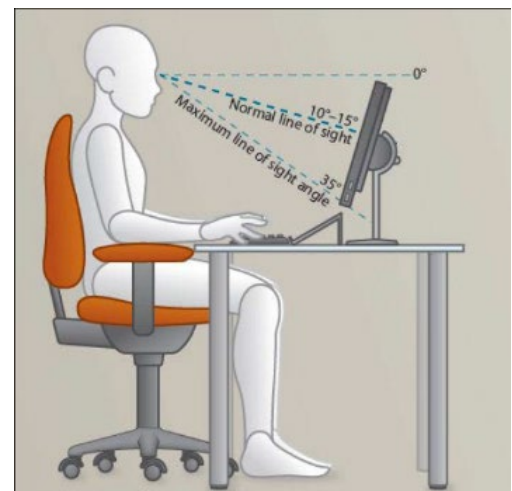


Figure 3 above: Optimal viewing zone

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1. Head should be upright and over your shoulders. (Remember: Ears over shoulders!).
2. Eyes should be looking slightly downward without having to bend your neck. The top inch of the monitor screen(s) should be level with your eyes (See optimal viewing zone, Figure 3). Screen(s) should be at least one arm's length away, where you can see your screen(s) clearly without needing to squint or lean forward.
3. Back should be supported by the backrest of the chair that promotes the natural curve of the spine. Adjust the chair backrest so that it supports the lumbar region.
4. Elbows should be bent at 90°, forearms horizontal. Shoulders should be relaxed.
5. Wrists should be in a neutral posture (straight).
6. Thighs should be horizontal with a 90°-100° angle at the hip.
7. Adjust your chair height so your feet rest flat on the floor, with your knees bent at about a 90° angle. Use a footrest if needed.

Other recommendations:

- What you use the most should be centered on your desk or within the Primary Work Zone, see Figure 2. So that if you have two monitor screens, the one you use most should be directly in front, if you use two screens equally, then both screens should be centered directly in front of you.
- Move light sources, or cover windows, to remove glare or reflections from the screen(s).
- If you spend significant time working/looking between documents and the display screen(s), consider using a document holder.
- Report any persisting work-related discomfort or adverse symptoms to your supervisor immediately.
- If you use your laptop at home for extended periods, use a laptop riser and external keyboard and mouse to maintain that neutral body position.
- Take frequent micro-breaks, lasting 20 seconds to 2 minutes.
- Stretch or walk periodically throughout the day.