



# OFFICE ERGONOMICS

People are an essential part of every district's process and critical to delivering quality products and services. Office work is rapidly changing and an ergonomically correct work station can help employees to comfortably adapt. Benefits from improving office ergonomics include increased productivity, increased work quality, reduced turnover, reduced absenteeism, and increased morale. When the incompatibilities between the work and the worker are removed, it allows for maximum safe work performance. Ergonomic risk factors are removed and the worker achieves maximum productivity. For these reasons, we often say that ergonomics is good for business and great for people.

## Office Ergonomics Quick Tips

### **Chair**

Choose a chair that supports your body. Adjust the height of your chair so that your feet rest flat on the floor or on a footrest and your thighs are slightly below parallel to the floor. This opens up the pelvic angle to allow you to be in a neutral posture.

### **Key Objects**

Keep key objects such as your telephone, stapler or printed materials close to your body to minimize reaching. Stand up to reach anything that cannot be comfortably reached while seated.

### **Keyboard and Mouse**

Place your mouse within easy reach and on the same surface as your keyboard. While typing or using your mouse, keep your wrists straight, your upper arms close to your body, and your hands at or slightly below the level of your elbows.

### **Telephone**

If you frequently talk on the phone and type or write at the same time, place your phone on speaker or use a headset rather than cradling the phone between your head and neck.

### **Desk**

Under the desk, make sure there's clearance for your knees, thighs and feet. Desk height can be adjusted with aftermarket devices or purchase a height adjustable desk. Don't store items under your desk.

### **Monitor**

Place the monitor directly in front of you, about an arm's length away. The top of the screen should be at or slightly below eye level.



## **Further Evaluation/Training**

SDAO offers free ergonomic evaluations, ergonomic trainings, and a train-the-trainer ergonomic class to members in the SDIS Workers' Compensation Program. Please email us at [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com) with any questions or to schedule a visit.