

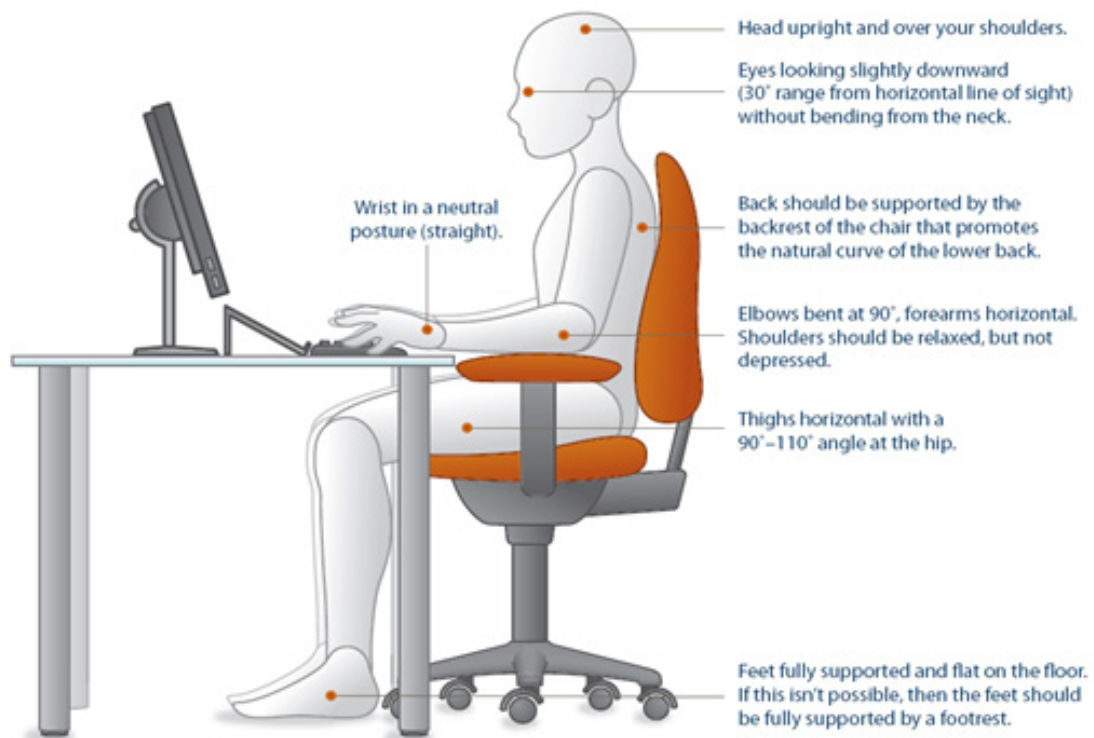


# Ergonomic fact sheet

Musculoskeletal Disorders are ergonomic related injuries such as sprains and strains that can affect aspects of a workers life. Ensure that this guide is utilised to reduce the risk factors associated with your working environment.

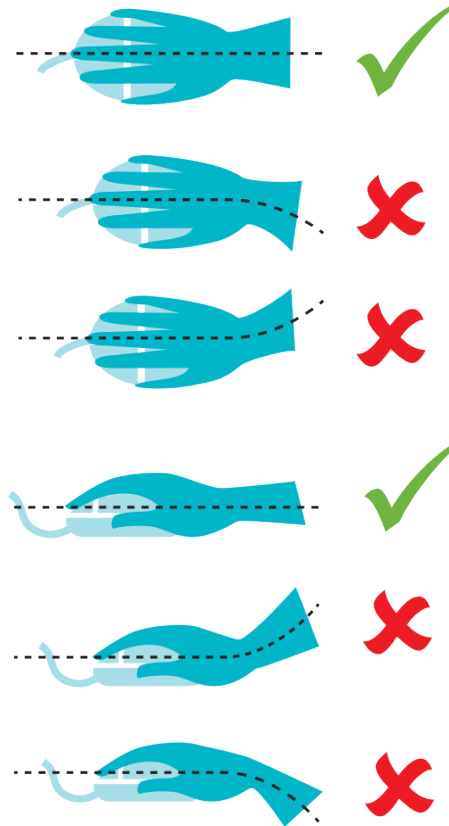
## Chair & Desk

- Desk height should be adjusted to be in line with elbows at 90 degrees.
- Adjust your chair height to suit.
- Sit as far back in your chair as possible.
- Adjust the backrest to support your lumbar curve. You may wish to slightly recline your back rest so your trunk is between 90–110 degrees.
- When getting up from your chair do not twist.



## Keyboard and Mouse

- Touch typists—Place keyboard so that your upper arms hang by your sides. Elbows should be close to your body.
- Seek and find typists—Place the keyboard approximately 10 cm from the edge of the desk, so that you do not have to bend your neck too far to look at the keys.
- Avoid reaching forward to key, and ensure wrists remain straight.
- Your forearms should be parallel with the floor or slightly inclined (elbows 90–110 degrees) and your wrists should be flat when keying.
- Position your keyboard and mouse at elbow height.
- Use keyboard shortcuts to reduce mouse activity and/or alternate hands for mouse usage.



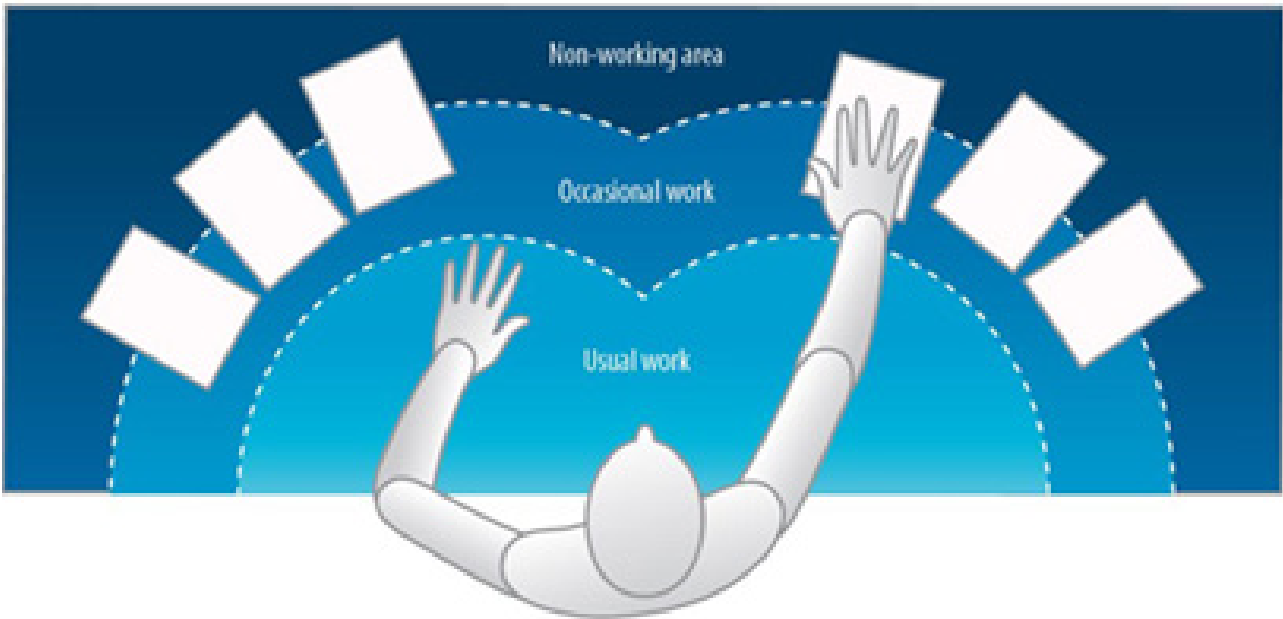
## Monitor

- Locate the monitor in front of you on the desk, approximately an arm's length away.
- Ensure you sit square with the monitor, to reduce neck movement when looking at screen.
- Adjust the monitor height so that the top of your screen is level with your eyes or lower (if you wear bifocals you may need to have the monitor slightly lower).
- Use the monitor stand to adjust height or place the monitor on top of the computer.



## Work Area

- Ensure that objects that are used on a frequent basis are located in your usual work area eg; keyboard mouse
- Your work station should be clean and free of clutter and all items easily reachable
- Your phone should be on the opposite to your mouse
- Use a document holder and a headset when required



## Helpful Hints

This guide does not replace a comprehensive Workstation Assessment

- Employees with any pre-existing medical conditions or experiencing any discomfort or pain should arrange a workstation assessment through SRC—WSA Form
- Alternate your tasks throughout the day and take regular breaks from looking at your monitor
- Ensure you keep hydrated throughout the day.