

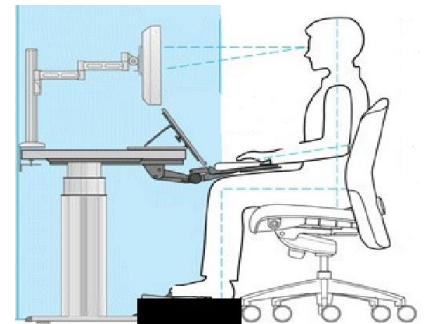


Office Ergonomics Resources

- 1) An online training module that covers basic office ergonomics is available at <http://www.dartmouth.edu/~ehs/training/>
- 2) After completing the module, try to incorporate suggestions to improve the workstation set up. If you are still concerned regarding your workstation ergonomics, please contact Molly Rhoad in EHS at Molly.O.Rhoad@dartmouth.edu for more information about setting up an ergonomic assessment. Completion of the online module is required prior to the assessment.

Basic Office Workstation Ergonomics

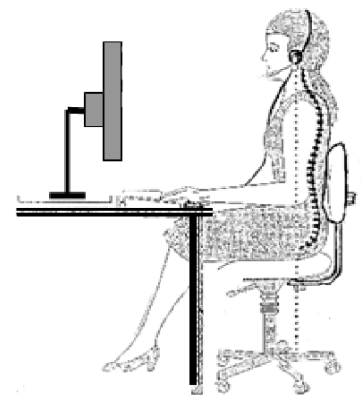
- 1) For sitting and standing:
 - a. **Hands, wrists, and forearms** are straight, in-line and about parallel to the floor. Placing forearms in a downward tilt may also improve postures/comfort.
 - b. **Head** is level, or bent slightly forward, forward facing, and balanced. Generally it is in-line with the **torso**.
 - c. **Shoulders** are relaxed and **upper arms** hang normally at the side of the body.
 - d. **Elbows** stay in close to the body.



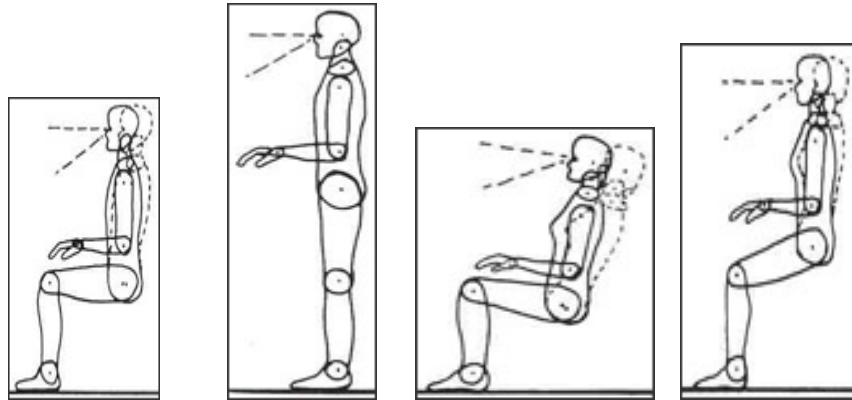
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Also for sitting:

- e. **Feet** are fully supported by the floor or a footrest may be used if the desk height is not adjustable.
- f. **Back** is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- g. **Thighs** and **hips** are supported by a well-padded seat and thighs are generally parallel to the floor.

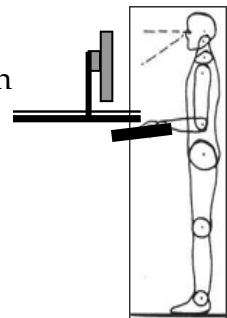


- 2) Changing position frequently throughout the day can be helpful. Positional changes may include stretching, walking to other offices (rather than emailing a colleague), standing to take a phone call or to read.
- 3) The four postures shown below are examples of suggested posture variations at the workstation.



4) Standing workstation basics

- Easy to adjust standing workstations can be helpful as a means of changing positions throughout the day.
- If you are considering a standing workstation, please keep the following in mind.
 - The station should be easy to adjust without the need to lift or pull with a rounded/bent back or long reaches. Electric stations are generally preferred for ease adjustment, particularly for those back, neck, arm or hand discomfort.
 - The selected device should provide working posture options for sitting and standing that meet the basic ergonomic parameters suggested on page 1, #3. For example, when the station is used in a seated position, the keyboard should be available at elbow height.
 - If a keyboard tray is used to manage back/arm/wrist postures or symptoms, be sure that the standing table can accept a keyboard tray or has a tray that can be easily adjusted for height and angle.



These suggestions may not address all possible problems or solutions.