



Coffee Break

Back to School and Back to Health! The A,B,C's of Ergonomics

nine to five

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What is Office Ergonomics?

Ergonomics, also known as human engineering, is a science concerned with the design and positioning of objects to help reduce body strain and stress.

What are the Benefits of Office Ergonomics?

- Reduced risk of injury.
- Increased safety.
- Increased comfort.
- Increased productivity.

Cream and Sugar

Call us for a free copy of the PC Workstation Assessment Checklist to see how your workspace measures up.

Watch for a future issue highlighting different ergonomic chair features.

Information courtesy of ISE Inc.

Ergo Quiz—True or False

1. Stretching to place or remove objects from high shelves is great exercise for the back.
2. Cumulative Trauma Disorder can slowly build up over time, affecting the tendon nerves and muscles at body joints.
3. It is safer to push than pull.
4. Exercising three times a week can help reduce muscle strain and stress.
5. Back injury can occur by picking up something light like a feather.
6. Repetitive tasks are less strenuous on the body than tasks done irregularly.
7. You can reduce strain on your body by remaining in a relaxed neutral position at all times.
8. Twisting your body to reach for objects is a great way to reduce stress.
9. Toe touching exercises are one of the best ways to stretch your back.
10. A person in "good shape" will likely experience fewer back injuries and strain than a person "out of shape".



Ergo Tips

EYES—Ensure your monitor is directly in front of you and at a distance no greater than arm's length. Your chin should be parallel with the center of the screen. Ensure proper lighting eliminates shadows.

NECK—Use a document holder to enable you to look forward and eliminate neck strain caused by repetitive up and down, or side to side movements.

ARMS, WRISTS AND HANDS—Use a palm support to rest your wrists in a neutral position while you keyboard. The surface of the support should be flexible and soft. Frequently used equipment should always be within easy reach to avoid unnecessary strain to soft tissue. Adjust your work surface to be approximately at your elbow height, whether you work seated or standing.

BACK—An ergonomically adjustable chair with lumbar support at the inward curve of your spine will help you maintain good posture. Make sure your knees are positioned slightly lower than your hips to properly align your thighs with the floor.

FEET—To provide variation and to minimize leg discomfort, use an adjustable foot rest to permit changes in foot placement and angle.



Answers: 1)F 2)T 3)T 4)T 5)T 6)F 7)T 8)F 9)F 10)T

It's time to call **nine to five.**